BY ORDER OF THE SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 24-114

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Transportation

AIR TRANSPORTATION OPERATIONS (NON-AERIAL PORT)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 24-1, *Personnel Movement* and

AFPD 24-2, *Preparation and Movement of Air Force Materiel.* It applies to all Air Force (AF) user-small terminal operations worldwide, and provides guidance and procedures for Small Air Terminals (SAT) performing an airlift function in support of the Department of Defense (DoD), Airlift Support Functions (ASF) and Aerial Delivery Operations (ADO). SATs are those terminals performing an airlift function in support of the Department of Defense (DoD) but not designated as an aerial port per the Defense Transportation Regulation (DTR) 4500.9-R, Part III-*Mobility*, Appendix M. Exception: although Patrick AFB is termed an aerial port by the DTR, their operations are governed by this publication. ASF supports the Installation Deployment Officer's (IDO) mission to prepare the local wing for deployment operations by providing unit cargo preparation and readiness training programs, ensuring fully qualified personnel are ready and available to support deployment operations during contingencies and exercises. ADOs are those functions postured to prepare, rig, inspect and recover AF supplies and equipment for unilateral aircrew training assigned airdrop missions.

The objective of this instruction is to identify the core air transportation responsibilities required, and identifies references and provides the necessary procedural guidance to manage, day-to-day Air Transportation Operations (Non-Aerial Port) including but not limited to, passenger and cargo manifesting, determining passenger/cargo eligibility, performing passenger anti-hijacking,

operating Material Handling Equipment (MHE), loading/unloading aircraft, maintaining traffic related documents, ensuring In-transit Visibility (ITV), conducting installation deployment training, aerial delivery operations and managing 463L assets. This publication applies to all Major Commands (MAJCOM) to include Air Force Reserve Command (AFRC) and Air National Guard (ANG) units. **Chapters 1** through 5, in their entirety, apply to all Air Force user-SATs. **Chapters 1** and 5, except where noted, apply to ASF-only locations. **Chapters 1**, 3 and 6, except where noted, apply to ADO-only locations.

Refer to AFI 10-403, *Deployment Planning and Execution*, and base Installation Deployment Plan for deployment processing procedures. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). MAJCOM, Field Operating Agencies (FOA), and Direct Reporting Units (DRU) may supplement this Air Force Instruction (AFI) with HQ USAF/A4L approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are Title 5, *United States Code*, Section 552a and DoD Directive (DoDD) 5400.11, *DoD Privacy Program*. Forms affected by the PA have an appropriate PA statement. The applicable Privacy Act System Notice(s) is available online at: **http://www.defenselink.mil/privacy/notices/usaf**.

SUMMARY OF CHANGES

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This interim change *(1)* bridges a policy gap and adds guidance for units outside Air Mobility Command (AMC) that are manned with 2T2X1 personnel and are currently required to provide support to Air Expeditionary Force (AEF) unit type code (UTC) UFBNV tasking support and/or mandated for home station night time, unilateral aerial delivery aircrew training. Additionally, *(2)* AFIMSC oversight has been inserted into appropriate graphs to provide conclusive guidance for processes and procedures accordingly. An asterisk (*) indicates newly revised material.

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Chapter 1

GENERAL REQUIREMENTS

1.1. Security. Everyone involved in the movement of passengers and cargo on DoD-owned and controlled aircraft has the responsibility to prevent the possible hijacking or sabotage of an aircraft. All terminal personnel, security officials and aircrew members share the responsibility for security of the air terminal and aircraft while they are on the ground. For more guidance, refer to AFI 10-701, *Operations Security (OPSEC);* AFI 31-401, *Information Security Program Management;* AFI 31-501, *Personnel Security Program Management;* AFI 10-245, *Antiterrorism (AT); and* AFI 13-207, *Preventing and Resisting Aircraft Piracy (Hijacking) (FOUO).*

1.2. Safety. To prevent mishaps, hazards, and accidents, personnel at all levels must make safety a top priority through awareness and execution of established policies and procedures. Local management and supervisor responsibilities in this area include but are not limited to:

1.2.1. Provide safe and healthful workplaces.

1.2.2. Ensure all individuals receive necessary on/off duty safety training.

1.2.3. Ensure a proactive mishap prevention program is implemented in the unit to include the procurement and proper use of the appropriate personal protective equipment and facility compliance with applicable Occupational Safety Health Administration and Air Force Occupational Safety Health standards IAW AFI 91-202, *The US Air Force Mishap Prevention Program* and AFI 91-203, *Air Force Consolidated Occupational Safety Instruction.*

1.2.4. Ensure equipment operators and spotters use standard aircraft loading hand signals and follow procedures for operating vehicles on and off the flightline, including pre-positioning wheel chocks IAW AFMAN 24-306 IP, *Manual for the Wheeled Vehicle Operator*.

1.2.5. Refer to AFI 24-203, *Preparation and Movement of Air Force Cargo*, for procedures on cargo contaminated by Chemical, Biological, Radiological, and Nuclear High Yield Explosives (CBRNE).

1.2.6. Appointment of a SAT additional duty Weapons Safety Representative (ADWSR) in coordination with host base weapons safety office requirements in order to comply with explosive safety guidelines noted in paragraph 1.3.4.

1.3. Air Transportation Training Requirements (2T2X1). The purpose of this training is to ensure each individual is prepared to meet AF mission requirements. Commanders must make every effort to ensure assigned military/civilian air transportation personnel are thoroughly trained on all core tasks as identified by the local management through the Master Training Plan and/or off-site training. The Advanced Distributed Learning Service (ADLS) currently hosts additional air transportation web-based training courses at **https://golearn.adls.af.mil/kc/rso/login/ADLS_login.asp**. Respective AFIMSC Training Manager will direct enrollment and require specific course completion for military/civilian 2T2X1 assigned personnel in order to enhance force development and career field proficiency.

Current list of formal and online training can be located in the 2T2X1 Air Transportation Specialty Career Field Education and Training Plan (CFETP). Additionally, unit funded formal training quotas offered through the USAF Expeditionary Center (USAF EC) at Joint Base McGuire-Dix-Lakehurst (JBMDL), NJ, must be obtained from respective MAJCOM and/or AFIMSC Point of Contact (POC). All training will be documented in Training Business Area (TBA) or equivalent program. (T-1)

1.3.1. Qualification Training Packages (QTP). QTPs are valuable instructional packages maintained by USAF EC to guide in standardized training/evaluating of unit personnel. All air transportation personnel are directed to utilize QTPs, as prescribed in the CFETP, for all duty position qualification and upgrade training. QTPs can be accessed online at: **https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4tr/atsev/qtp_2012/hello.html**.

1.3.2. SAT managers will ensure designated personnel meet Joint Inspection (JI) qualification requirements listed in **Attachment 7** of this instruction. (T-1)

1.3.3. SAT managers will ensure designated personnel meet load planning qualification requirements listed in **Attachment 8** of this instruction. (T-1)

1.3.4. Explosives Safety. SATs will establish and adhere to an explosive safety program IAW AFMAN 91-201, *Explosive Safety Standards,* AFI 91-202, *The U.S. Air Force Mishap Prevention Program*, and host base requirements during operations involving aircraft on/offload, transportation, and in-transit storage of explosives. (T-1)

1.3.4.1. Personnel whose duties involve contact with explosives will receive initial explosive safety training (using AFI 91-202 and host base approved lesson plan). Record this training IAW AFI 36-2201, *Air Force Training Program*, AFI 36-401, *Employee Training and Development*, and local procedures. Training will be documented on AF Form 483 and carried on your person during operations. (T-1)

1.3.5. Hazardous Materials (HAZMAT) Training Requirements. Designated personnel must complete the requirements for HAZMAT qualification IAW AFMAN 24-204 IP, *Preparing Hazardous Materials for Military Air Shipments*, Attachment 25. HAZMAT handlers familiarization training will be conducted IAW AFMAN 24-204 IP as the minimum level required for day-to-day air transportation HAZMAT operations. (T-1)

1.3.5.1. Units will request HAZMAT Preparer's Certification Course through their AFIMSC MFMs for 2T2X1s only when needed to augment 2T0X1s in teaching base level hazardous material Technical Specialist training. (T-1)

1.3.5.2. 2T2X1 personnel who are required to prepare unit-owned HAZMAT cargo will only require training/certification as a Technical Specialist IAW AFMAN 24-204 IP, Attachment 25.

1.3.6. Nuclear Weapons Related Materiel (NWRM) Program. Personnel handling NWRM cargo must complete training as identified in paragraph 1.3.6.1 and be appointed in writing by the unit commander. Once personnel meet all experience and training requirements set forth in the CFETP, commanders can approve Special Experience Identifier (SEI) 839. (T-1)

1.3.6.1. NWRM Training. NWRM training requirements are located in AFI 20-110, **Chapter 9** and are outlined in the NWRM QTP. All air transportation personnel, as a minimum, complete the NWRM fundamentals course located on the Advanced Distributed Learning Service (ADLS) website, listed in the Miscellaneous course section at **https://golearn.csd.disa.mil/kc/login/login.asp**#.

1.3.7. Air Transportability Test Loading Agency (ATTLA). Load planners and joint inspectors must maintain an active account for viewing/verifying ATTLA certification letters. Personnel can apply for an ATTLA account at **https://cs3.eis.af.mil/sites/AFLCMCEZF/default.aspx** to obtain certification letters when needed. The OPR for ATTLA is ASC/ENFC DSN 785-2330/ Commercial number 937-255-2330, email address: **attla@wpafb.af.mil**. (T-1)

1.3.8. Night Vision Goggles (NVG) Operations and Training. Units tasked to support Unit Type Code (UTC) UFBNV, or tasked for NVG capability via the ULN line remarks, may follow AMC Instruction (AMCI) 24-101, Volume 22, **Chapter 11** for regulatory guidance.

1.4. Installation Deployment (Readiness) Training Requirements *(not applicable to ADO locations)*. The IDO is ultimately responsible for the installation deployment training program. Assigned military/civilian personnel must remain proficient and current with air transportation career field core tasks, processes, and changes in order to properly train unit personnel on cargo preparation duties as well as maintaining an augmentation program IAW Air Force Pamphlet (AFPAM) 10-243, *Augmentation Duty*. Managers will adhere to AFI 10-403 to assist the IDO with readying the base mobility mission which includes providing quarterly deployment training status updates to the IDO, utilized to brief installation/wing commander.

1.4.1. Assigned personnel will provide training to individuals assigned to fulfill the wing's transportation related deployment tasks. The specific responsibilities of this work center include but are not limited to: (T-1)

1.4.1.1. Develop, conduct, and document transportation-related training supporting the installation deployment training program as identified in the IDP and AFI 10-403.

1.4.1.1.1. As a minimum, train personnel for the air transportation functions identified in AFI 10-403, **Attachment 5** as required by this instruction and AFMAN 24-204 IP. For training which does not have a prescribed formal or standard training course, the local Deployment and Distribution (D&D) Flight will develop lesson plans and conduct training as identified in this instruction and AFMAN 24-204 IP. (T-1)

1.4.1.1.1.1. Maintain air transportation-related work center deployment lesson plans. Units are encouraged to seek assistance from the host wing IDO to develop these plans IAW AFI 10-403, **Attachment 5**. Lesson plans will provide enough detail for the instructor to convey to the student their role in the deployment operation and are recommended to be aligned with the installation's deployment commitment. **Note:** Recommend use of QTPs as a resource in building lesson plans, where appropriate.

1.4.1.1.1.2. All lesson plans will include Installation Deployment Plan (IDP) overview**.**

1.4.1.1.2. Ensure that safety and Operational Risk Management (ORM) is stressed and made part of each course curriculum.

1.4.1.1.3. To enhance course material comprehension, instructors should use visual aids and allow students as much time as possible for practical training and classroom discussion. Have students fill out forms and demonstrate defined tasks/procedures. Use of tests, quizzes, and handouts, as appropriate, to help explain and/or clarify course materials is recommended.

1.4.1.1.4. Use readiness exercises to provide hands-on training to maximum extent possible.

1.4.1.1.4.1. When augmentee load team training cannot be accomplished during real world operations, units are highly encouraged to utilize the JA/ATT program. Further guidance is listed in **Chapter 5** of this instruction.

1.5. Material Handling Equipment (MHE) Operations. Unit commanders ensure personnel are fully trained to operate, inspect, and care for assigned assets. For additional guidance, reference AFI 91-203, and applicable messages posted on AMC's website **https://private.amc.af.mil/a4/port_dawg/**. **Note:** At no time will any individual (including the spotter) position themselves in the direct path of any MHE while it is being positioned for loading operations. (T-1)

1.5.1. K-loader Safety:

1.5.1.1. K-loaders are designed to carry only the operator. When the vehicle is in active motion (travel/transport mode), **never** let anyone else ride on the vehicle except as listed in paragraph 1.5.1.6 and 1.5.1.10.2. During lift/lower motions (elevator mode), load crew personnel may remain on the K-loader deck to expedite cargo transfer/loading and/or provide clearance spotting where appropriate (e.g. B747 side loading operations). Personnel must be visible on the left side catwalk, in operator's view, and stay clear of the ladder and extreme ends of the deck (past the final pallet lock/yellow caution line).

1.5.1.2. Efforts to prevent falls must be paramount at all times, but especially during aircraft loading and unloading operations. All available measures, both passive and active, must be used to ensure safe conditions for all personnel. Personnel must be briefed by the load team chief on all safety-related concerns and conditions which may exist during the operation. The briefing will include any areas identified as having increased fall potential to ensure heightened awareness. Personnel must pay close attention to and remain aware of all visual cues (e.g. yellow caution lines, chain gates, etc.) in place to prevent falls.

1.5.1.3. Gravity movement/feeding of palletized cargo on a K-loader are prohibited. The loading and unloading of a knelt C-5 aircraft does not constitute gravity movement as long as the cargo movement is controlled.

1.5.1.4. Transmission must be in neutral and parking brake set before personnel are allowed on K-loader decks. Personnel must stay clear of the loader's telescoping ladder and extreme ends of the deck.

1.5.1.5. IAW AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, a properly secured fall restraint harness must be worn when working past the last pallet lock/yellow caution line on either end of the K-Loader deck when the deck is raised. During active loading activities, when the K-Loader is in final loading and unloading position, this requirement does not pertain to the transfer area between the loader and aircraft. Heightened awareness should be given to areas with increased fall potential. (T-1)

1.5.1.6. Load crew personnel will not be allowed on the deck when the K-loader is moved forward or aft except when a spotter is required on the deck to raise for final K-loader/aircraft interface.

1.5.1.7. Operators are responsible for ensuring cargo is properly restrained on K-loaders prior to movement, to include engaging the pallet stops. When necessary for the operator to remain in the cab of the K-loader, the loading supervisor is responsible for ensuring compliance.

1.5.1.7.1. Engage all pallet rail guide locks for each pallet and raise both the emergency pallet stops, and apply supplemental restraint using 10,000 lbs chains and devices to the fore and aft pallet (both sides of pallet). If pallets are loaded in a logistics configuration, each individual pallet must be restrained by use of 10,000 lbs chains. Straps are not authorized in substitute of chains.

1.5.1.7.2. Secure the middle pallets with 5,000 lbs straps restricting movement in all directions (bellyband). Apply supplemental restraint by using 10,000 lbs chains or HQ AMC-approved restraint to the fore and aft pallets when pallets are locked into only one rail guide lock. **Note:** Supplemental restraint is not required for the Halvorsen and Tunner loaders when the pallet rail guide locks are engaged on both sides of all pallets. Review the following website for more information on logistics configuration (Patriot Method):

https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4tr/atsev/hello.html.

1.5.1.7.3. Restrain each piece of rolling stock forward and aft with the appropriate tie-down devices (e.g. CGU-1/B, MB1 or MB2) and engage the integral braking system if rolling stock is so equipped. Restraint from the rolling stock will not be removed until the K-loader has arrived its loading or unloading point and come to a complete stop. When offloading single axle rolling stock, at least one forward and one aft tie-down device will be used to restrain the rolling stock until secured to a prime mover or positioned/controlled by a load team.

1.5.1.8. Pallet-train lengths that exceed K-loader capacity, or pallet trains with overhang that prevent engaging both fore and aft emergency pallet stops, will not be transported on any type K-loader. If no alternate means are available and it is determined pallet handling limitations of a K-loader must be exceeded, an Operational Risk Assessment (ORA) MUST be conducted, coordinated and approved by the SAT Manager. The ORA will provide specific guidance concerning placement of the pallet train on the loader and ensure down line stations are notified of special loading requirements. Use supplemental restraint, spotters, etc. If a loading situation occurs wherein cargo overhang is a factor,

use a second K-loader (if available) mated to the aircraft as a bridge to prevent possible damage to the aircraft ramp. (T-3)

1.5.1.9. The K-loader pallet stop is a back-up in case the primary pallet restraint fails. Do not use the pallet stop as the primary restraint. When tie-down chains are used for supplemental restraints, the chains will be attached to the pallet D-rings and the excess chain will be secured. (T-1)

1.5.1.10. The following guidance should be observed to mitigate the risk associated with bridging K-loaders in order to accelerate aircraft loading and offloading. "Elevator" pertains to the loader interfacing with the aircraft. Maintain 6-8 inch gap between the loaders. Limit number of K-loaders to the minimum required for operation.

1.5.1.10.1. Loaders should be spotted in at lowered position to minimize falling hazards. Pay special attention to clearances with wing, fuselage and cargo doors.

1.5.1.10.2. Limit access of personnel on elevated loader to left side catwalk, within the operators view. This will minimize hazard to any additional personnel on loader not in view of the operator.

1.5.1.10.3. Engage at least one lock on the left side of all pallets during elevator operation up and down.

1.5.1.10.4. On loaders with powered conveyors (Tunner and Halvorsen), all pallets may be unlocked and moved together when transferring to a second loader. This will only be permitted in lowered position. A spotter positioned on the left catwalk will monitor transfer of pallets from elevator to second loader and provide guidance to stop operation in case of any problem with a jammed pallet or safety concern. (T-1)

1.5.1.10.5. Avoid bridging K-loaders during rolling stock operations. If you must, conduct an ORA to identify potential hazards and procedures to be followed in accordance with AFI 91-202, Attach 15.

1.5.1.10.6. When bridging requires a loader to pass under or near a wing tip, ensure refueling or aircrew personnel are fully aware of loader's proximity near fuel tank vents (during refueling operations) and wing control surfaces (during preflight operations).

1.5.2. Wide Body Aircraft:

1.5.2.1. Use loaders designed to service wide body aircraft when available. Hi-lift trucks may be used as alternatives. Due to the fuselage contour of these aircraft, use extreme care when positioning equipment for on/offload operations.

1.5.2.2. When K-loaders without deck extensions are used to service lower lobe compartments, they are normally backed into the aircraft. Before attempting to back a K-loader, the vehicle operator must ensure the primary spotter is clearly in view and signals are understood. Additional spotters will be positioned to prevent K-loader from contacting aircraft fuselage. Accurate preliminary height adjustment of the loader deck is critical in lower lobe operations. The vehicle operator will stop the K-loader approximately 10 feet from the aircraft for preliminary height adjustment. Load crew personnel must exercise extreme caution when approaching and stepping over the gap

between the loader deck and aircraft floor as this gap is much greater than in other loading operations. (T-1)

1.5.3. Forklift Safety:

1.5.3.1. Secure pallets to the forklift prior to movement when loading/offloading/transporting pallets on forklift with rollerized tines, when pallets are top/side heavy, and when snow or ice is present between the forklift tines and pallet.

1.5.3.2. Secure all objects of irregular shape, including aircraft engines, to the forklift mast frame before being raised, lowered, or moved. Place large, irregularly shaped objects on pallets for stability before transporting. **Note:** Ensure protruding engine parts (afterburners, etc.) are not damaged during transport.

1.5.3.3. Secure non-unitized warehouse type skids or individual containers of explosives to material handling equipment (including forklifts) to prevent movement (AFMAN 91-201, Paragraph 8.28.8. Positively secure, unitize stacked explosives prior to movement. When forklifts or K-Loaders are used to transport explosives over-the-road or outside of the immediate work area, ensure the requirements of AFMAN 91-201, Section 8G (two fire extinguishers, DOT placards and wheel chocks) are followed.

1.5.3.4. Bare tine loading operations may be conducted as needed for training or when rollerized tines are not available. Rollerized tines will be used when they are available.

1.5.3.5. 10K A/T Prime Mover Operations:

1.5.3.5.1. Technical data provided by Caterpillar, approved by the Air Force Safety Center, satisfies the manufacturer designation requirement for loading and unloading operations of the Caterpillar 10K A/T with the new Aircraft Loading Fork Attachment. If used as a prime mover, ensure use of this approved pintle hook attachment, officially referred as Caterpillar Hitch Assembly, IAW the operator manual.

Note: This attachment and technical data is not applicable to John Deere 10K A/Ts which is not approved for prime mover operations.

1.5.3.5.2. SAT managers and/or host vehicle management/maintenance activity will procure attachments directly through Caterpillar unless an approved AF source has been authorized. Purchasing agency will go to **www.cat.com** <**http://www.cat.com**> and select "Find Dealer" to find the dealer nearest the installation. OCONUS locations may have to follow local maintenance shop process to order Caterpillar parts. Contact information is also listed in the back of the Caterpillar forklift manuals. (T-1)

1.5.3.5.3. Part #: 378-7975 with nomenclature "Hitch Assembly"

1.5.3.5.4. Trailer mounted engines are strictly prohibited from lifting/movement using forklift tines during any on-load/off-load operations. Take precautions to ensure protruding engine parts (after-burners, engine blades, etc.) are not damaged during transport. Consult appropriate section of TO 00- 5-20, Engine Shipping Instructions, if necessary.

1.6. In-Transit Visibility (ITV) and Cargo/Passenger Documentation and Manifesting *(not applicable to ASF or ADO locations).* ITV data provides the ability to track the identity, status and location of DoD unit and non-unit personnel, cargo and equipment in the DTS. The DoD system of record for ITV data is the Integrated Data Environment/Global Transportation Network Convergence (IGC). IGC fuses data from multiple DoD logistics Automated Information System (AISs) sources into a single repository. SAT managers will use Cargo Movement Operations System (CMOS) as the primary AIS for cargo and passenger documentation IAW the Defense Transportation Regulation (DTR 4500.9-R). Locations that are specifically approved by HQ AMC/A4T may use Global Air Transportation Execution System (GATES) for manifesting and ITV. (T-0)

1.6.1. In order to comply with ITV transmission criteria to Integrated Development Environment/Global Transportation Network Convergence (IGC), SAT managers will ensure manifests are released in CMOS (or GATES if authorized) within 30 minutes of aircraft departure. SAT managers will ensure designated personnel will have IGC accounts to verify and support ITV requirements. These personnel will query IGC no later than 1 hour after aircraft departure to ensure presence of cargo and/or passenger data in IGC as outlined in AFI 24-203, paragraph 18.5. (T-1)

1.7. Support Agreements. It is important to establish support agreements, as appropriate, to clearly define the roles, mission and support at AF user-operated small air transportation locations. SAT managers will work closely with the wing support agreement manager and refer to AFI 25-201, *Intra-service, Intra-agency, and Inter-agency Support Agreements Procedures,* for further guidance on support agreement policy. SAT managers should also: (T-1)

1.7.1. Ensure all air transportation issues are thoroughly analyzed in all agreements.

1.7.2. Ensure all agreements are evaluated in terms of the unit's SAT manpower and SAT facilities capability (to include installation’s CDF and PDF facilities operations).

1.8. Self-Assessment Program. Local management will develop and execute a self-assessment program IAW AFI 90-201, *The Air Force Inspection System*. Respective MAJCOMs may publish additional guidelines for small air transportation operations. (T-1)

Chapter 2

PASSENGER OPERATIONS

2.1. Purpose. SAT managers must provide detailed local guidance for safe and efficient processing of all passengers their baggage IAW DTR 4500.9 R, Part I, *Passenger Movement*, **Chapter 103**. In addition, SAT personnel must ensure passengers have eligibility to travel as identified in DoD 4515.13-R, *Air Transportation Eligibility*. For additional guidance on contingency/deployment mobility operations, refer to AFI 10-403 and the relevant Installation Deployment Plan (IDP). DTR Part III is an additional source for mobility operations. (T-0)

2.1.1. Space Available (Space-A) Travel. IAW DoD policy, all unused seats on DoD-owned or controlled airlift after mission requirements are met shall be released for use by eligible Space Required (Space-R) and Space-A passengers. On all mission types, the SAT, in coordination with the aircraft commander and the user as applicable, shall determine if a defined need for security, safety or legal concerns (including hazardous cargo, customs, agriculture, or immigrations restrictions) prohibits Space-A travelers from flying on a specific mission. The aircraft commander is responsible for, and has the final authority on matters affecting the operation of their aircraft. Situations where the above prohibitions restrict Space-A travelers from a particular mission should be the rare exception rather than the rule.

2.1.1.1. SATs shall maintain a register of passengers desiring air transportation that prioritize Space-R and Space-A passengers by category and date/time of sign-up IAW DoD 4515.13R. Prior to offering open seats on DoD aircraft, the SAT at origin shall ensure the following: that Space-A traffic can be received at destination; determine applicable border clearance requirements; and that any Space-A passenger will not hamper the user's mission departure/arrival operations. If the mission is not landing at an AMC-operated passenger terminal, passengers shall be advised that the airlift user and/or downline station in not responsible for assisting with onward transportation or other arrangements. (T-0)

2.1.1.2. Seat Management. SATs will control seat management after a mission is released to the terminal such as walk-ins, no-shows, late arrivals, rotated passengers, ineligible traffic, security screening, border clearance documentation, etc. Information control arranges with the passenger check-in section to ensure information concerning available seats is promptly relayed to minimize workload surges, maximize advertising of seat availability and permit orderly processing of all eligible Space-R/Space-A passengers. (T-1)

2.1.1.3. Ineligible Passengers. Individuals are placed on the Space-A ineligible list by their respective sponsoring Service Headquarters. These individuals have been determined to be ineligible for travel on DoD-owned and controlled aircraft and are barred from worldwide Space-A travel. An AMC Space-A Ineligible list can be obtained from HQ AMC/A4TP, Passenger Policy Branch upon request utilizing an encrypted email to HQ AMC/A4TP Passenger Policy at **ORG.AMCA4-71@US.AF.MIL**. Local hold lists are provided by the installation commander, legal offices, or security forces and documentation copies must be maintained by the SAT. Both lists must be easy accessible

at all times and agents must be thoroughly trained on their use and procedures to take when an ineligible passenger attempts to travel. Specific questions from passengers relating to their eligibility must be directed in writing to their Service Headquarters. Provide them their Service Headquarters address as follows:

Navy: NAVSUP Global Logistic Support, Code N48, 1837 Morris Street, Norfolk, VA. 23511.
Army: HQ DALO-FPT-PP/PT, Room 1D343, 500 Army Pentagon, Washington DC, 20310-0500.
Air Force: HQ USAF/A4LE, 1030 Air Force Pentagon, Washington DC 20330-1030.
Marine Corps: HQ United States Marine Corps, I&L LPD-2, 3000 Marine Corps Pentagon, Pentagon Room 2E211, Washington DC 20350-3000.
Coast Guard: CG-44, 2703 Martin Luther King Jr Ave S.E. Stop 7714, Washington DC, 20953-7714.

2.1.1.4. Instances of unacceptable passenger conduct or behavior that warrant consideration for revocation of Space-A privileges shall be forwarded to HQ AMC/A4TP Passenger Policy Branch at **ORG.AMCA4-71@US.AF.MIL** for action. Include all supporting documentation (travel documents, Passenger Service Agent (PSA) statements, police reports, etc.). HQ AMC/A4TP shall review all reports and forward to the appropriate Service Headquarters with AMC/A4TP recommendation. Deviations from this process must be approved by AFIMSC/IZSL.

2.1.2. Travel Eligibility Check. SAT personnel will ensure travelers have valid government-issued identification in their possession prior to manifesting. Dependents age 10 years or older must have a DD Form 2 Uniformed Services Identification and Privilege Card in order to travel. SAT personnel must ensure that all travelers possess required valid border clearance documents (orders, passports, visas, etc.) in accordance with DoD 4500.54E, DoD *Foreign Clearance Guide* (**https://www.fcg.pentagon.mil**). (T-0)

2.1.3. Privacy Act Statement (PAS). In areas where personal identifying information (PII) is collected, SATs shall display a PAS to notify passengers of the collection of PII. Display PAS on signs/monitors in areas where passengers routinely furnish personal information. PAS signs are locally developed and must include the authority, purpose, routine uses, and disclosure items. The method of display/relaying the PAS will be left to the discretion of local management. SAT personnel must ensure PII is protected IAW AFI 33-332 at all time. (T-0)

2.1.4. Public Address System. When practical, use of a public address system is recommended to make terminal announcements. The system type used is left to the discretion of local management. Suggested terminal announcement are listed in **Attachment 9**.

2.1.5. Flight Information. SATs will maintain a method of displaying flight information in the terminal that is easily viewable by passengers. The system or method for displaying information will be left to the discretion of local management. During normal operations, post flight schedules for the next 48 to 72 hours. Posting of flight schedules may be limited to the next 24 hours during times of increased security threat at the local installation. OPSEC

may preclude some missions from being displayed at all. At a minimum, post the following information: (T-3)

2.1.5.1. Arrivals: Date, arrival time and station arriving from.

2.1.5.2. Departures: Date, departure time, passenger show time, destination(s) and tentative seat release.

2.1.5.3. SATs are encouraged to utilize other resources to keep passengers apprised of available travel information to include use of approved social media sites. Any information disseminated via public internet, email, mail, fax, telephone, telephone recorder, or television access channel must be posted IAW AFI 33-129, *Web Management and Internet Use* and AFI 35-107, *Public Web Communications*. Provide flight information in a user-friendly format. (T-1)

2.1.6. SAT management must regularly review the following Transportation Security Administration (TSA) website for the most current guidance on passenger travel restriction rules (prohibited items, liquid rule and secure flight): **http://www.tsa.gov/public/**. These rules must be applied when developing terminal security and passenger anti-hijack procedures. (T-0)

2.1.7. SAT personnel will ensure eligible passengers process through the designated base passenger facility for manifesting and anti-hijack processing. (T-1)

2.1.8. Develop procedures to evacuate passengers from the terminal or processing point in the event an evacuation is warranted. (T-1)

2.1.9. SATs will provide the following information to AMC for inclusion to the enterprise Space-A information website **http://www.amc.af.mil/amctravel/index.asp**. The following information is required: mailing address, DSN and commercial voice and fax telephone numbers, organizational email address, hours of operations, and remote Space-A sign-up procedures. (T-3)

2.2. DoD Aircraft Passenger Manifest Policy. SATs will establish a process to maintain Space-A passenger register from which space available travel is accomplished as authorized by DoD 4515.13-R. A passenger manifest, to include emergency point of contact information, will be prepared for all DoD aircraft carrying passengers. ITV will be collected on all passengers to include, Inspector General (IG) teams, Thunderbird SAAMs, OSA missions, etc. (T-0)

2.2.1. SAT operations retain overall responsibility for passenger manifesting, security, and maintain the space available sign-up roster. Local management will establish procedures for passengers that do not process through the designated terminal (i.e., Base Operations, protocol) to ensure proper anti-hijacking and manifesting process is accomplished. Deviations from this process must be approved by AFIMSC/IZSL. (T-1)

2.2.2. Completion of the DD Form 2131, Passenger Manifest (**Attachment 2**) is mandatory in the event of automated system failure. Refer to DTR, Part I for instructions on how to properly complete the form. Ensure appropriate PAS handling protocols are applied when submitting information. (T-0)

Note: In the event of automated system failure, terminals may utilize the Manual Alternative Passenger Manifesting Tool (MAPM-T), a Microsoft Excel spreadsheet provided by AMC/A4TI which can be downloaded from the *AMC/A4TI EIS SharePoint* website

https://www.my.af.mil/gcss-af/USAF/AFP40/d/s6925EC1353610FB5E044080020E329A9/Files/a4t/a4ti/xman/hello.html. IAW DTR Part 1, Chapter 103, N.1.b.(1): preferably prior to departure, but not-later-than 60 minutes after aircraft departure, the completed Manual Alternative Passenger Manifesting Tool (MAPM-T) spreadsheet must be transmitted to HQ AMC via e-mail to: ORG.AMCA4-70@us.af.mil or if e-mail is unavailable, call DSN 779-0045 for fax capability. If using e-mail, include mission number, departure date/time, aircraft type and tail number in subject line. This spreadsheet will be maintained in the flight package at the originating station. (T-0)

2.3. Passenger Procedures.

2.3.1. Assign passenger categories IAW DTR 4500.9-R, Part I, Appendix E and DoD 4515.13-R, **Chapter 2** and 6. (T-0)

2.3.2. Space-A registration may be done in person at the passenger terminal or by using any of the remote sign-up options (fax, email, internet and mail).

2.3.3. General. Roll call is a phrase used to signify the beginning of the process in which eligible passengers in each category are selected by date and time of sign-up. This shall enable passengers to plan their activities and ensure equitable opportunities for all. All Space-A passengers shall be assigned a seat (no in-lap passengers authorized).

2.3.4. Conduct roll call in sufficient time to meet vetting of Space-A passengers and aircraft departure times IAW locally developed sequence of events timelines. Roll-call times are determined by local management based on the size and scope of the operation. (T-3)

2.3.5. Refer to DoD 4515.13-R for baggage restrictions and dress requirements.

2.4. Passenger Check-In. Verify all passengers have a copy of their orders/travel authorization, and passport (as required) in their possession prior to boarding any DoD aircraft. Travel orders will be checked for fiscal data, Customer Identification Code (CIC), and signature block. (T-0)

2.4.1. General. A copy of orders shall be collected from all Space-R passengers and filed with the flight package. Check ID Cards, passport, and visas for validity prior to manifesting.

2.4.2. Passenger Billing/Order Collection. Duty passengers are required to reimburse the DoD for travel aboard military aircraft unless associated with a contingency/exercise or SAAM. SAT personnel must collect and process their documentation for billing. If doubt exists on the applicability of billing and to avoid aircraft departure delays, personnel will collect orders and determine need for billing post-departure by contacting HQ AMC/FM via the contact info at **https://www.amcfm.scott.af.mil/FM_FMFA.cfm**. (T-1)

2.4.2.1. Customer Identification Code (CIC). CICs are a 15 character alphanumeric sequence that is tied to the line of accounting from the service responsible for the travel authorization. For additional information, refer to DTR 4500.9-R, Part I, **Chapter 103**, Section J.

2.4.3. Data Collections Requirements. (T-0)

2.4.3.1. Emergency Point of Contact (EPC) Information. IAW DTR Part I, **Chapter 103**, Section N, passenger service agents (PSAs) and passenger functions must solicit

emergency contact information from each passenger for all DOD missions. The sole purpose for this information is to ensure timely notification to the EPC in the event of an unfortunate circumstance. It does not designate beneficiaries and should not be confused with Next of Kin (NOK) notification. Request name and phone number of an emergency contact not traveling with the passenger. This is DoD policy and the information is required to be solicited by public law. Passengers may decline to provide EPC information. If a passenger declines to provide emergency contact information, a manifest entry reflecting the fact shall be made. For stations authorized to use GATES, if emergency contact information is already resident in GATES, PSAs must confirm the information with the passenger at check-in. (Automatically marking the passenger as having declined is unacceptable) **Note:** The only two authorized EPC entries are 1) actual contact information or 2) "declined" if the passenger declines to provide information.

2.4.3.2. Customs and Border Protection (CBP) Data. CBP requires advance notification via the CBPs Advance Passenger Information System (APIS) for all passengers entering or leaving the Customs Territory of the United States (CTUS). SATs that do not use GATES must use CBP's e-APIS web-based system in order to comply with this requirement (DTR Part V, **Chapter 502**, Paragraph C.3.). Information required by CBP is Full Name, Gender, Date of Birth, Nationality, Document Type, Document number, Country of Issue, and document expiration date. SATs manifesting passengers on flights that cross the CTUS borders must register for e-APIS accounts at **https://eapis.cbp.dhs.gov/eapisj**. For assistance with SAT access to e-APIS contact CBP National APIS Account Manager at (845) 838-8270. **Note:** e-Secure Flight does not provide data to Department of Homeland Security (DHS) Customs and Border Protection (CBP) for admissibility purposes. (T-0)

2.5. eSecure Screening. (T-0)

2.5.1. Passenger identity screening is in addition to physical and baggage security screening procedures already being performed.

2.5.2. To ensure all passengers traveling on DoD-owned and/or contracted aircraft are afforded the utmost aviation security safeguards, all locations generating passenger manifests must ensure all Space-A passengers undergo mandatory identity screening of passengers prior to boarding aircraft. Detailed guidance for eSecure Flight (eSF) screening is outlined in DTR Part I, **Chapter 103**, paragraph O.

2.5.3. Where available, passenger screening process is be completed via an automated interface between the Global Air Transportation Execution System (GATES) and Transportation Security Administration (TSA) Secure Flight system. For manual procedures, eSF account holders will use the eSF web browser.

2.5.4. IAW Under Secretary of Defense policy memo titled "*Transportation of Space-Available Passenger on Department of Defense Aircraft*" dated 28 October 2013, individuals who are not cleared to travel through passenger identity screening process will be denied boarding privileges. Passenger terminals that are unable to screen passengers prior to aircraft boarding time will not delay an aircraft due to waiting for Space-A vetting results (processes in Paragraph 2.8 must be exhausted prior denying transportation).

2.5.5. Space-A passengers not screened or cleared prior to aircraft departure will not board and must be rotated off the flight manifest; final boarding manifest must reflect correct and accurate passenger information. Take action to ensure unit chain of command is fully aware of circumstances surrounding why seats were not utilized as a result of this process.

2.6. Encounter Management Procedures – "INHIBITED" STATUS ONLY". (T-0)

2.6.1. Once manifest is submitted through eSF web browser, TSA passenger screening occurs. This process can take up to 5 minutes and screening results appear indicating whether each passenger is cleared to board aircraft or requires more attention. PSAs are responsible for monitoring results in accordance with the TSA training provided.

2.6.2. If results indicate passenger is "Cleared," "Known," or "Selectee," then passenger is cleared to board aircraft.

2.6.3. When eSF result indicates passenger is INHIBITED, the ***passenger may NOT board aircraft and/or enter sterile area*** and the PSA will immediately telephone the TSA Secure Flight Operations Center.

2.6.4. TSA Secure Flight Operations Center will guide PSAs through additional steps and assist in resolution or confirmation of a passenger's non-cleared travel status. In most cases, this call may result in resolution of INHIBITED status and passenger may board aircraft.

2.6.5. If during the resolution process TSA Secure Flight Operations Center does not determine passenger is authorized for travel, PSA shall have readily available the following statement to convey to INHIBITED traveler.

"Sir/Ma'am, I'm sorry, however, the Air Force cannot authorize your travel at this time and this issue must be resolved before you are granted travel aboard any aircraft from our terminal. In order to resolve the issue, you will have to provide additional information to the Department of Homeland Security. You will need to log into DHS's interactive website at www.dhs.gov/dhs-trip."

NOTE: Under NO circumstances shall any PSA communicate to any passenger they were/are being screened or they are INHIBITED. PSAs responsibility is to deny boarding and direct passenger to contact DHS for further resolution. If the traveler asks "why" they were denied travel or requests additional information, recommend individual PSAs employ the following language when communicating with a traveler:
"*Security procedures and legal concerns mandate that we can neither confirm nor deny any information about you which may be within federal watchlists or reveal any law enforcement sensitive information.*" More specific details are provided during eSF training.

2.6.6. In any event that an individual is not cleared to board a flight at overseas locations that is returning to the U.S., the PSA shall refer traveler to closest U.S. Embassy for travel support.

2.6.7. If at any time a passenger becomes unruly or violent due to denial of air transportation as a result of their INHIBITED status, exercise professional judgment when contacting law enforcement and follow policy guidance established by local management in regards to activating duress alarm and denying aircraft boarding.

2.6.8. TSA Secure Flight Operations Center may call the designated Air Force Security Director (618th Air Operations Center (AOC)/XOZ, or TACC) for situational awareness and information regarding INHIBITED passengers. The Air Force Security Director, or appropriate AOC, carries operational authority to order removal of any passenger(s) identified as INHIBITED and is authorized control over delayed boarding of passenger and aircraft departure when necessary. SATs may receive notifications from the Air Force Security Director or appropriate AOC if passenger status changes after check-in.

2.7. eSecure Flight System Outage/Manual Procedures: (T-0)

2.7.1. The following steps provide direction for passenger terminals for screening passengers where technology prohibits screening via the normal eSF process. Passenger terminals that do not have eSF accounts are still responsible for ensuring passengers are screened at their locations. To obtain a copy of TSA passenger data template, contact any eSF account holder or HAF eSF Manager. These options must be exhausted prior to denying transportation.

2.7.2. Encrypted email. First acceptable option to complete passenger screening is for eSF account holder to contact an alternate location and send an encrypted email with completed TSA passenger data template. PSA will confirm reception and processing of passenger information.

2.7.2.1. When passenger screening is completed, alternate location will notify originating station. PSAs will confirm passengers have been screened and are safe to board aircraft.

2.7.2.2. Should an INHIBITED passenger be identified by an alternate location, an immediate phone call to originating station passenger terminal will be initiated including all relevant passenger information.

2.7.2.3. Originating location will proceed with actions as defined in DTR Part I **Chapter 103**, paragraph O to clear or confirm INHIBITED traveler status.

2.7.3. Safe Access File Exchange (SAFE). SAFE website can be used to transfer documents with personal identification information (PII) and should be used after encrypted email option has failed.

2.7.3.1. To utilize SAFE site navigate to **https://safe.amrdec.army.mil/safe2/**, access site as a CAC User. There is no registration/log in with password requirement. Only personnel with CAC credentials may access site at any time.

2.7.3.2. Specify all “Personal Information” fields

2.7.3.3. “Browse” for passenger template you need screened

2.7.3.4. Specify “Deletion Date” and description of file with remarks

2.7.3.5. Provide recipient email address(es) at alternate location. Individual(s) must be an eSF account holder

2.7.3.6. Designate file as “FOUO”

2.7.3.7. Once uploaded, individuals will receive an automated email from SAFE that file is available for retrieval. Once individuals at alternate location have this information, they can access SAFE to retrieve completed passenger manifest and screen passengers as

they normally would using eSF procedures. Paragraph 2.7.2.1 – 2.7.2.3 guidance applies for notification back to originating station.

2.7.4. Verbal transmission of information. In the case of severe power outages where personnel cannot access any network, system, or computer workstation at all (when manual DD Form 2131 manifest procedures have been implemented), eSF account holder must initiate telephone contact with designated alternate location, relay passenger data verbally to an eSF account holder while alternate site inputs information onto passenger data template or directly into eSF. Return phone call or confirmation on same phone call from alternate site suffices as approval that passengers were vetted and may travel. Paragraph 2.7.2.1 guidance applies for notification back to originating station.

2.7.5. As a last resort, PSAs may contact TSA SOC via telephone to vet five passengers or less.

2.7.6. **In the event passenger screening cannot be accomplished by any means, air transportation will be denied .** Should this occur, notify AFIMSC Air Transportation Staff and HAF eSF Manager with all relevant details for mission, reason screening was not accomplished and all mitigating actions taken to prevent end result. Paragraph 2.5.5 applies in this situation. (T-1)

2.8. eSecure Flight Database Integrity :

2.8.1. Account Management. As personnel within each unit relocate, deploy, or relinquish their TSA responsibilities, it is mount that unit leadership identifies new individuals to AFIMSC Air Transportation Staff and HAF eSF Manager. Training must be completed within 5 duty days of assuming TSA passenger screening duties. Individuals will be identified in writing by unit commander. HAF eSF Manager will work with AFIMSC/IZSL and each unit to delete and replace names as needed. (T-1)

2.8.2. Database Maintenance. It is the responsibility of eSF account holders at each unit to purge eSF mission files for completed flights. All flight files must be deleted within 48 hours of actual arrival time. Do not delete mission data until flights reach their final destination (i.e. delays, diverts, etc). (T-0)

2.9. Sterile Area. Passengers and baggage shall be screened IAW TSA prohibited items list. Screen all individuals entering the sterile/gate area using screening equipment (i.e. walkthrough or hand-held magnetometers). Advise all passengers that objects identified by TSA as prohibited in the cabin of the aircraft must be secured in their checked baggage or confiscated. Any prohibited items identified in a passenger's hand-carried baggage at the sterile/gate area inspection shall be disposed of. The listing of prohibited items may be viewed on the TSA web **http://www.tsa.gov/traveler-information/prohibited-items**. Appropriate handling and safeguard procedures for these items shall be established at the local level. "PSAs will perform a sweep of the sterile area before gating passengers to ensure area is free of prohibited items." (T-0)

2.9.1. The LRS commander may exempt screening of on-duty passenger service personnel or personnel directly involved with flight/passenger processing (i.e., ramp controller and border clearance officials). The exemption must be in writing by the squadron commander

and the letter shall be available at the security checkpoint. This exemption list must be kept to an absolute minimum and is not intended for maintenance or custodial personnel. (T-3)

2.9.2. If a passenger refuses to be screened at any point during the screening process, the passenger shall be denied entry into the sterile/gate area and denied movement.

2.9.3. Duty passengers on contingency, SAAM, or other dedicated mobility missions shall follow the guidelines provided in the DTR Part III.

2.9.3.1. Troop Leader is responsible for verifying the screening of contingency passengers IAW DTR Part III Appendix BB, Paragraphs G, H and Appendix T.

2.9.3.2. When deploying passengers are authorized in their orders to carry firearms and are processed through the passenger terminal, either originating or transiting, they shall be allowed to retain their unloaded firearm provided it has been confirmed by the agent. SATs shall brief the deploying passenger they must retain positive control over the firearm at all times. Any hand carried or checked baggage is subject to inspection. Passengers shall not be allowed to retain control of any unauthorized items. These passengers are not required to remain segregated from other passengers and may have access to the terminal facilities (i.e. snack bar, vending machines, and pay phones).

2.9.4. For direct to aircraft passengers (e.g., DVs, Secret Service, etc.) the aircraft commander or designated representative shall ensure they comply with TSA standards. Request a copy of the passenger manifest, signed by the aircraft commander or designated representative, certifying passengers are in compliance.

2.9.5. Hand-Carried Baggage Inspection. Passenger service personnel shall inspect/X-ray all baggage (hand-carried items) in the presence of the owner at the time of entry at the sterile/gate area. Position the monitor so as to prevent passenger/public viewing. Honor passenger requests to have their hand-carried items inspected visually in lieu of X-ray. Require passengers to open their own baggage or packages for inspection and/or place them on the X-ray machine. Laptops and video cameras with cassettes shall be removed from their cases. Should the X-ray machine operator determine that a bag contains a questionable image, request the owner of the bag to open it for further inspection. **Note:** If you determine the image is a weapon or firearm not previously declared by the passenger, follow instructions outlined in 2.10.5.

2.9.5.1. Any item that is not easily and immediately identifiable that may conceal guns (i.e., key chains, cigarette packs, battery packs, lighters, and any box or small pouch) should be X-rayed. Place the tray/container holding the items through the X-ray machine and have the passenger pick up their belongings as the tray/container exits the machine.

2.9.5.2. When scanning equipment is unavailable SATs shall screen all hand-carried baggage by hand.

2.9.6. SAT personnel shall not load checked baggage without prior screening.

2.9.7. Keep passengers who have passed through the inspection point under surveillance in a sterile area until they board the aircraft. Ensure that individuals cannot bypass the security and screening process.

2.10. Terminal Security.

2.10.1. Doors leading to the aircraft parking ramps/aprons must be secure (locked, alarmed, or guarded) when not in use.

2.10.2. Duress Alarm System. Install a duress alarm system at passenger processing points and check-in counters to summon local Security Forces (SF) for immediate assistance. The type of system used shall be jointly agreed upon by both local SAT and SF management. Considerations to this type of equipment should include, but not limited to, base policies, terminal infrastructure, typical passenger movement types and velocity of passengers. The activating device (button/switch) must be out of public view to allow personnel monitoring/performing inspections to activate the alarm unnoticed. Duress alarms checks must be coordinated with the local SF personnel and established in local directives or as stated in wing/base AFI 31-series publications.

2.10.3. Use of walk-through magnetometer or hand held wand is required to expedite passenger processing. All passengers and baggage accessible in-flight will be inspected. Further inspect passengers who, twice, activate the walk-through metal detector (if installed) by using a hand held wand. If hand held wand is inoperable or unavailable, a visual inspection is required. (T-0)

2.10.4. SAT managers will ensure magnetometers are properly tested and maintained IAW the manufacturer's instructions. Test the device at least weekly. Record the date/time and where the machine operated satisfactorily. Maintain this record for at least 30 days. The magnetometer may be turned off when not in use; however, when reactivating, allow any needed warm-up period IAW the manufacturer's instruction to prevent erratic sensitivity reading. Guidelines and procedures listed in this paragraph are in accordance to AFI 13-207, *Preventing and Resisting Aircraft Piracy (Hijacking) (FOUO).*

2.10.5. If any item noticed is suspicious, such as a weapon, inconspicuously summon law enforcement agents. SF personnel will perform all required physical inspections (body searches) when circumstances warrant. SAT personnel can perform these searches when trained and certified by local SF. (T-1)

2.11. Baggage. Process baggage as follows:

2.11.1. General Information. It is SAT's responsibility to ensure all checked baggage be intact, undamaged, and available to each traveler immediately on arrival at their destination. Careful and considerate attention must be given to ensure each article is properly tagged, weighed, loaded, and unloaded at each originating, en route, and terminating station.

2.11.2. Baggage Allowance. Except as noted, passengers are authorized to check two pieces of baggage not to exceed 70 pounds each (140 pounds total) and 62 linear inches (the sum of the length plus the width plus the height). Single items exceeding 70 pounds and/or 62 linear inches shall be counted as two pieces and, therefore, fulfill the allowance for a passenger. Space-A passengers are not authorized excess baggage. Items exceeding 100 pounds and or 80 linear inches shall not be accepted. Snow skis, bicycles, and fishing equipment should be properly packed to avoid injury to baggage handlers or damage to other baggage. Only one of these bags per person shall be the allowed exception. The second bag must still comply with size restrictions and is limited to 70 pounds. For Space-R passengers, B-4, duffle, flyers kit bag, diver's traveling bag and sea bags shall be allowed as one piece up to 80 linear

inches as long as they do not exceed 100 pounds. Mobility assist equipment such as wheelchairs, walkers, crutches, etc., shall not count as a piece of checked baggage. Mobility assist equipment exceeding 100 pounds shall not be accepted. EXCEPTIONS: Large garment bags, golf clubs, surfboards, snow skis, bicycles, fishing equipment, rucksacks, and/or musical instruments. (T-1)

2.11.3. IAW USTCI 10-19 passengers processing for travel on Operational Support Airlift (OSA) (C-21, C-12) shall be limited to 30 pounds total baggage weight. (T-0)

2.11.4. IAW USTCI 10-19 passengers processing for travel on Navy Air Logistics Office (NALO) C-40 and C-9 aircraft shall be limited to 40 lbs. total weight. (T-0)

2.11.5. When 20 or more passengers are planned for movement, leave a pallet position open to accommodate palletized baggage. When planning any KC-10 mission that includes more than ten passengers, a dedicated baggage pallet is required. Floor loading of passenger baggage on the KC-10 is not authorized. (T-0)

2.11.6. Once baggage is offloaded, reference found baggage procedures in 2.12.11. Contact SF before handling any unattended and unidentified baggage.

2.11.7. All hand-carried/checked baggage will be thoroughly screened with available resources (X-ray, explosive detector dogs, handheld metal detectors, or visual inspection). (T-0)

2.11.8. When inspection indicates cause for suspicion, a complete examination of the suspected baggage is mandatory. (T-0)

2.11.9. Oversee/secure checked baggage from the time passengers check it in until baggage is loaded on the aircraft.

2.11.10. Lost Baggage. Immediately telephone origin and en route stations to locate lost bags.

2.11.11. Found Baggage. Local SAT management must budget for and develop procedures to ensure baggage is returned to passengers as expeditiously as possible. Contact the local Deployment and Distribution Flight for shipping instructions and assistance.

2.11.12. Unclaimed Baggage. A SAT and SF representative will jointly inventory the contents of the baggage. Items within the unclaimed baggage valued over $25.00 are held for 90 days and turned over the Installation Property Disposal Office (PDO). Any items under $25.00 are disposed of after 30 days through the Installation PDO. Weapons disposition will be turned over to the local SF.

2.11.13. Pilfered Baggage. SAT representatives will prepare a detailed inventory of the bag contents and description of the missing items with the passenger and representative from SF. SAT representative will ensure the date and mission number is captured for inventory header data. The inventory is prepared in four copies and distributed as follows: original and one copy to the passenger, one copy to SF and one copy for SAT files. Passenger and SF official will sign the completed inventory.

2.11.14. Advise the passenger to contact the servicing Staff Judge Advocate or the Air Force Claims Service Center at **https://claims.jag.af.mil** for information and assistance regarding claims for lost or stolen baggage.

2.11.15. Damaged Baggage. SATs are not responsible for normal wear and tear, to include wheels, handles or shoulders straps, overpacked baggage, fragile or perishable items. When passengers claim their baggage and discover damage to the container or contents that occurred while in the custody of the SAT, the following procedures shall be followed:

2.11.15.1. Passengers shall be provided all assistance required to complete their claim and instructed to contact any military claims office.

2.11.15.2. SAT will ensure an events detail of the damage baggage claim will be filed with the mission folder (e.g., memorandum for record).

2.11.15.3. Instances of damaged baggage should be reported to the SAT representative as soon as possible after receipt. However, late notification shall not preclude accomplishment of a Damaged Baggage Report.

2.11.15.4. Contents missing or lost in connection with extensive damage shall be reported to SAT representatives. The following statement shall be documented: Articles listed are reported missing or lost due to extensive damage to outer container of the bag. List all articles reported missing and the estimated value. The security and law enforcement agency will NOT be notified.

2.11.15.5. No-show passenger baggage. Download baggage of no-show passengers. Follow procedures listed in 2.11.11.

2.12. Passenger Loading/Unloading. Passengers will be accompanied to/from the aircraft to ensure flightline safety and security. (T-0)

2.12.1. SAT representatives will meet all arriving passenger aircraft and verify the manifest is accurate. Noted discrepancies (e.g. inaccurate passenger count) will be corrected on the station manifest. (T-2)

2.12.2. Passengers will be provided ear plugs prior to loading. Ensure the aircraft representative has confirmed a correct passenger head count prior to aircraft departure. (T-2)

2.12.3. Ensure vehicles used to transport passengers remain in a secure area or under constant surveillance. (T-3)

2.13. Special Category and Unique Passengers. Special category, unique passengers and passengers with authorized firearms/ammunition are processed IAW DoD 4515.13-R. (T-0)

2.13.1. Stowaway. A stowaway is an unauthorized person aboard an aircraft not listed on the flight manifest. Ask for security forces assistance at the aircraft to remove the suspected stowaway, if necessary. Contact immigration and customs inspectors, if applicable. When returning a stowaway, SATs shall notify appropriate law enforcement agency. SATs will also notify all down line stations as appropriate.

2.13.2. Distinguished Visitor (DV). These passengers are senior officers (O-6 or civilian equivalent and above) or senior public officials. SAT management shall ensure needs and desires of these passengers are met. When mission requirements permit, provide DVs the option to board/deplane aircraft before or after other passengers. SATs shall verify DV requests and pass this information to down line stations to include all transit stations reached

prior to DVs final destination. **Note:** CWO5s/CW-5s and E-9s traveling with DVs as part of the official party will be identified at time of check-in and be afforded the same privileges.

2.13.3. Blue Bark. Active duty members or US citizen employees of the DOD and/or their dependents traveling in conjunction with the death of the member, civilian employee, or dependents of the above when returning to the CONUS. Passengers presenting themselves at the counter as a "Blue Bark" passenger(s) shall be personally assisted by the SAT supervisor and afforded all privileges associated with DV assistance. SATs will annotate DV codes and DV request on mission folder and pass request to down line stations. PSAs shall brief the loadmaster/boom operator/flight attendant when boarding Blue Bark passengers. Upon mission arrival, Blue Bark passengers shall be met at the aircraft by a PSA/ramp coordinator to ensure all arrangements are satisfactory. Blue Bark passengers shall not be removed/rotated at originating/en route stations to accommodate Space-R or Space-A passengers.

2.13.3.1. The same services provided "Blue Bark" passengers shall be offered to a person escorting human remains and shall be assisted personally by a SAT supervisor.

2.13.4. Coin Assist. These passengers are dependents whose sponsors are missing in action, prisoners of war, or as otherwise designated by the DOD. The same services provided "Blue Bark" passengers shall be offered to “Coin Assist” and shall be assisted personally by a SAT supervisor.

2.13.5. Medal of Honor Recipients. These passengers shall be personally assisted by the SAT supervisor and afforded all privileges associated with DV assistance. Travelers shall present a copy of the Medal of Honor award certificate as directed in DOD 4515.13-R **Chapter 6**.

2.13.6. Next of Kin of Very Seriously Ill. These passengers shall be personally assisted by a SAT supervisor and afforded all privileges associated with DV assistance.

2.13.7. Differently-Abled Passengers. The normal process for determining travel acceptance shall be followed, along with an evaluation of required assistance for the differently-abled passenger. SAT shall coordinate with the aircrew to ensure aircraft configuration provides proper access and safe transport of differently-abled passengers. Aircrew shall make every effort to accommodate them. Differently-abled passenger assistance depends largely on the degree of mobility and type of aircraft (e.g., if a differently-abled passenger is selected for a C-5 mission and the passenger can, with assistance, negotiate the internal stairs, he/she can travel). On the rare occasion when operational or equipment limitations preclude serving differently-abled passengers, the PSAs must ensure the passenger understands why air transport is not possible on the mission in question (see AMCI 11-208, *Tanker/Airlift Operations,* for additional information).

2.13.7.1. Decisions regarding acceptance of a differently-abled passenger for a flight shall be determined no lower than the shift supervisor with final determination made by the aircraft commander.

2.13.7.2. Differently-abled passengers should be boarded early, preferably in seats close to latrine facilities if so desired, and be assisted in boarding by PSA and aircrew personnel. Ensure adequate assistance is provided to assure safety during all differently-abled passenger movement operations.

2.13.8. Large-bodied passengers (passengers who cannot be safely restrained in a single aircraft seat using a single seatbelt). There may be times when these passengers cannot be accepted for flight aboard aircraft due to flight safety considerations. Commercial contract aircraft or KC-10 aircraft equipped with airline seats are authorized to use seat belt extensions to accommodate these passengers. Transport of these passengers may also be possible on other organic aircraft only if they are equipped with sidewall seats, utilizing only the standard aircraft seat belt restraints as they are designed to carry fully equipped paratroopers. For all other organic aircraft, seat belt extensions or cargo straps shall not be used.

2.13.9. Movement of Pregnant and Postpartum Mothers and Newborn Infants shall be IAW DOD 4515.13-R.

2.13.10. Infants and Car Seats. Passengers may also hand carry Federal Aviation Administration (FAA)-approved infant car seats intended for use in flight. It is no longer mandatory to have a car seat on AF owned or controlled aircraft, however, it is encouraged that children be restrained in car seats, which are appropriate to their size and weight. Infant car seats and fold up type strollers shall not count against the passenger's normal baggage allowance. For non-AF aircraft, the SAT representative will verify use of infant car seats requirements. IAW FAA Directives, booster seats, harnesses, and child restraint vests shall not be used.

2.14. Travel Aboard Foreign Aircraft. US military personnel in a duty status may travel on Royal Air Force, Canadian Armed Forces, Royal Australian Air Force and Royal New Zealand Air Force (and any other country when a new agreement with the U.S. is established) when approved under the terms of the Cooperative Airlift Agreement. Space-A travel is authorized aboard foreign aircraft when operating over approved channels and approved by AMC.

Chapter 3

CARGO OPERATIONS

3.1. Purpose. Cargo operations for SATs consist primarily of aircraft loading/unloading. The type commodity being handled will be processed according to applicable directives for moving classified, hazardous and sensitive items. For detailed loading/unloading information and instructions concerning a specific type of aircraft, consult the appropriate aircraft Technical Order (TO) 1C-XXX-9, Air Transportability Test Loading Activity (ATTLA) Certification Memo, and/or AMCPAM 24-2 series, *Civil Reserve Air Fleet Load Planning Guides* as necessary. "Additional transportation procedural guidance exists in DTR 4500.9-R, Parts II *Cargo Movement,* Part III *Mobility*, and AFI 10-403."

3.2. Cargo Manifesting *(not applicable to ADO locations).* A cargo manifest will be prepared for all DoD aircraft carrying cargo. Use CMOS (GATES where authorized) as the service manifesting system to manifest cargo**.** The manifest provides a complete record of the actual movement of all cargo/mail aboard an aircraft on a particular flight or mission. Completion of DD Form 1385, Cargo Manifest (**Attachment 3**) is mandatory in the event of automated system failures. Refer to DTR 4500.9-R, Part II for manifesting procedures. (T-0)

3.3. Routine Cargo Procedures *(not applicable to ADO locations).* SAT operation activities processing routine cargo not associated with a contingency/exercise or SAAM mission must refer to DTR 4500.9-R, Parts II or III, Military Standard (MIL-STD) 129P, *Military Markings for Shipment and Storage*, and applicable AFI references. Do not accept this type of cargo for air movement unless it has been prepared, marked, and labeled through the local Cargo Movement section. (T-0)

3.3.1. SAT personnel will ensure any wood product (i.e. dunnage, shoring, etc.) supporting the movement of cargo departing or returning to the United States meet Wood Packaging Material (WPM) marking requirements IAW DTR Part II, **Chapter 208** and AFI 24-203, **Chapter 8**. (T-0)

3.3.2. DD Form 1387-2, Special Handling/Data Certification. A DD Form 1387-2 is required for classified or other shipments that require additional special handling moving via military airlift (i.e., DoD Constant Surveillance, refrigeration, etc.). This form must be completed IAW DTR 4500.9-R, Part II, **Chapter 205** and Part III, Appendix V. (T-0)

3.3.3. Hazardous Materials (HAZMAT). HAZMAT requires special attention due to the inherent nature of the items. A Shipper's Declaration of Dangerous Goods is the required documentation needed to ship HAZMAT by military air. All personnel involved in the transportation of HAZMAT must be familiar and trained IAW all laws, regulations, host nation agreements, and other rules governing the movement of these items. SATs will utilize AFMAN 24-204 IP and the HAZMAT Inspection Checklist referenced in Attachment 10 of this instruction for inspecting HAZMAT for shipment by military air.

3.3.4. Nuclear Weapons Related Materiel (NWRM). All classified and unclassified NWRM will be handled and shipped as classified, protected cargo. The SAT Manager is responsible for ensuring the documentation is processed and completed IAW AFI 24-203 and AFI 20-110.

3.4. Unit Move Documentation *(not applicable to ADO locations)*. The completion of shipment documentation is the responsibility of the unit. Documentation supporting the movement of equipment and supplies must be captured and documented IAW DTR 4500.9-R, Parts II and III and AFI 10-403. (T-0)

3.5. Load Planning. Load planners receive and monitor space allocations, pre-plan cargo movements, pre-select cargo loads, and performs aircraft weight and balance. Load planners also monitor the movement of explosives and cargo with approved diplomatic clearances. Load planners monitor special interest and high priority cargo and conduct inventories as directed/required. **Note**: Load planners will use forms IAW DTR 4500.9-R Part III, Appendix V. (T-0)

3.5.1. Load Planning Qualifications**.** Qualified personnel assigned to the load planning section must possess extensive job knowledge, be familiar with equipment/procedures utilized within the airlift system, have a 5-skill level, and meet the training requirements IAW **Attachment 8** of this AFI. Load planning trainees must have their load plans validated by a certified load planner. For military personnel, document all training in accordance with AFI 36-2201, *Air Force Training Program*, in the individual's training record, the Training Business Area, or AF Form 1098, *Special Task Certification and Recurring Training*, as appropriate. For civilian personnel document all training in the supervisor's record of employee.

3.5.2. Load Plan System

3.5.2.1. Integrated Computerized Deployment System (ICODES). ICODES is the DoD web-based system of record for completing computerized load plans. The DD Form 2130 series/AF Form 4080 are the approved forms for completing manual load plans and maintaining qualifications. Access ICODES at **https://icodesgs.sddc.army.mil/** or via the Surface Deployment and Distribution Command (SDDC) Electronic Transportation Acquisition (ETA) Portal **https://eta.sddc.army.mil/ETASSOPortal/default.aspx**.

3.5.2.2. ICODES load plans may be uploaded and saved to the ICODES Information Repository (IR). When creating load plans for missions managed by USTC, load plans should be uploaded to the IR and saved using the full 12-character mission number as the file name. Load plans should be loaded to the IR NLT 6 hours prior to departure for flight manager fuel planning.

3.5.2.3. ICODES formal training may be obtained through the AFRC Transportation Proficiency Center (TPC). Individuals assigned as trainers will instruct classes or perform OJT at home station. Training will be annotated IAW applicable guidance.

3.5.2.4. ICODES System Change Requests (SCR). For ICODES system's issues, AF load planners may submit SCR's through HQ AMC/A4TI. This will assist the developers in the continued development of ICODES. For additional ICODES user guides, SCR instructions and the SCR Form go to the AMC/A4TI page on the AF Portal **https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4ti/gates/hello.html**.

3.6. Scale Calibration. Scales used to weigh cargo and mail will be calibrated in accordance with the appropriate TO, maintenance handbook, and commercial data pertaining to each

individual scale. In the absence of calibration guidance, scales will be calibrated at least annually. Coordinate required calibration with nearest Technical Measuring and Diagnostic Equipment facility or base Contracting office. (T-2)

3.7. Protective Clothing/Spill Control Kits *(not applicable to ADO locations)*. Protective clothing/spill control kits will be available where hazardous materials are normally handled or stored. Units may build or purchase commercial kits that meet or exceed AFMAN 24-204 IP requirements. Refer to Installation Spill Prevention Plans for HAZMAT cleanup, emergency response scenarios, evacuation procedures, etc. **Note:** Respiratory equipment is not required provided requirements for this equipment are coordinated with the host base medical or emergency services. (T-2)

3.8. Handling of Deceased Personnel *(not applicable to ADO locations)*. Human Remains shipments will move on a separate manifest, using the manifest as a hand-to-hand receipt. SAT managers will ensure loading/unloading is accomplished discreetly and in a dignified manner. Do not load/unload deceased personnel concurrently with passengers/patients. No cargo will be loaded on top of transfer cases containing deceased personnel. However, if more than one transfer case containing remains is shipped or stored, stacking is permitted, but should be avoided if at all possible. (T-1)

3.8.1. Transportation of deceased military personnel and other authorized remains is authorized between overseas and CONUS IAW AFI 34-242, *Mortuary Affairs Program*. Whenever possible, restrict movement of remains to cargo/dual configured airlift missions. Baggage compartment space on passenger type aircraft may be used when satisfactory service cannot be accomplished on cargo missions.

3.8.2. Transfer cases containing remains will be stowed on the aircraft/pallet in a level position. The feet will never be higher than the head while in the stowed position. The head will always be positioned toward the nose of the aircraft. This procedure assures aircraft acceleration forces are borne by the feet, thereby avoiding damage to the head. When loaded, transfer cases should be loaded in the forward most available cargo position in the event jettisoning is necessary. **Note:** On wide body aircraft (e.g., C-5, C-17) transfer cases can be moved from one side of the aircraft to the other in the event jettisoning is required. Therefore, transfer cases may be loaded towards the rear of the aircraft if required.

3.8.3. The maximum number of human remains transfer cases that may be safely transported on a single 463L pallet is 12. Place cases in three rows, each row stacked to a maximum of four.

3.8.4. When remains are received, they will be stored in a secure area and separate from other cargo. If remains are not embalmed, refrigerated storage is required and when refrigeration is not available, contact Mortuary Affairs.

3.8.5. Move remains on a space-required basis, using Defense Transportation Regulation documentation procedures.

3.8.6. The shipping activity should provide the origin APOE with the following information as applicable, as far in advance as possible:

3.8.6.1. Military personnel: name, grade, and SSN.

3.8.6.2. Civilian employees: name, grade, SSN, and employment data.

3.8.6.3. Contract engineering and technical services (CETS) personnel: name, and employment data.

3.8.6.4. Dependents of military personnel and civilian employees: name of decedent; name, grade, SSN, and organization (or employment data) of the sponsor; relationship to sponsor.

3.8.6.5. Other United States citizens: name of decedent, name and address of sponsoring individual, agency or firm.

3.8.6.6. The shipper marks the case with name and address of receiving funeral director.

3.8.6.7. The shipper ensures a DD Form 2064, Certificate of Death (Overseas), preferably in English, is affixed to the transfer case of deceased personnel. If the certificate is not in English, the shipper provides a statement in English, stating the cause of death.

3.9. Aircraft Loading/Unloading. Load team chiefs will ensure a safety/ORA briefing and safety check is conducted prior to the start of aircraft loading/unloading operations (see **Attachment 6**, *Load Team Chief Procedural Guide*). Briefing topics will include, but not limited to, standard hand signals, route to aircraft, load team position, type and uniqueness of cargo, specific on/offloading instructions, chocking and use of MHE. A personal safety item check will be accomplished and should include reflective vests/belts, gloves, ear protection devices, safety-toe boots and light wands for night time operations. (T-1)

3.9.1. The load team chief will conduct a briefing concerning all aspects of the load with all members of the load team. The load team chief will ensure all necessary equipment is available and delivered to the aircraft (ramp support, bridge plates, chock, shoring, rollerized-tines, etc.) and assigns qualified drivers to operate the MHE to transport the load to the aircraft and load the aircraft. (T-1)

3.9.2. Loading operations will be a coordinated effort between the load team chief and the loadmaster/boom operator/contractor representative, etc. The load team, under the direction of the load team chief, assists the loadmaster/boom operator in preparing the aircraft for loading. Load teams will not spot MHE to/from aircraft, or perform cargo loading/off-loading duties without coordination with the loadmaster/boom operator. During aircraft loading operations, load teams will maintain positive control of cargo until cargo is secured to aircraft rail system/floor. (T-1)

3.9.3. A chock will be placed in a position to ensure MHE does not come in contact with the aircraft. K-Loaders must stop at least 10 feet from aircraft for preliminary alignment. K-loaders will maintain approximately four to eight inches clearance between the rubber bumpers and the aircraft for minor adjustments during onloading. Forklifts will also maintain four to eight inches from the front of the fork tines and the aircraft. The vehicle operator will not attempt to judge clearances. **Note:** During forklift operations, the chocker/spotter can be the same person if the load team chief/supervisor, forklift operator and spotter/chocker all agree that critical clearances can be seen from the position of the chocker/spotter. (T-1)

3.9.4. Equipment/vehicle operators and spotters will use the universal aircraft loading signals IAW AFMAN 24-306_IP, Manual for the Wheeled Operator. Close coordination between the primary spotter and vehicle operator must be maintained. Clear and concise signals must be used. In all instances where the vehicle operator does not understand, or is not sure of a signal given by the spotter, the vehicle operator will stop movement of the vehicle until clarification is received. Operators will halt movement of the vehicle any time visual or audible communication indicates to do so, or any time he or she cannot see or hear the spotter. (T-1)

3.9.5. Due to the risk of personal injury, lack of training, and government liability of damage, SAT personnel will not operate any electrically powered mechanized systems or controls on commercial contracted aircraft. SAT personnel may handle manual equipment, such as pallet locks, under the supervision and approval of the carrier representative.

3.9.6. Aircraft overboard venting of cryogenic liquid storage and transfer tanks. All cryogenic liquid storage and transfer tanks (unless "excepted" in AFMAN 24-204_IP) must be vented overboard the transport aircraft. The shipper is responsible for providing specific venting instructions in the Shipper's Declaration of Dangerous Goods and for providing the equipment needed to vent the container overboard. Preparation and hookup (or disconnect) of the vent system will be accomplished by qualified shipper or aircraft maintenance personnel IAW the procedures outlined in TO 37C2-8-1-127, Liquid Oxygen and Nitrogen Overboard Vent System, C-130, C-17 and C-5 series aircraft. SAT or DCC personnel will prearrange for a qualified person to make the hookup at the desired time. SAT personnel and aircraft loadmaster/boom operators are not qualified to perform hookup or disconnection. (T-1)

3.10. Joint Inspection (JI) *(not applicable to ANG SATS and ADO locations)*. All SATs must establish a JI Program. Exemptions can be made on a case-by-case basis by HAF/A4LR through AFIMSC/IZSL. An exempted location is still responsible to ensure required cargo inspections occur before aircraft loading. **Note:** The 821 SPTS/LGT (AFSPC/Thule AB) is exempted from maintaining a JI program. (T-1) Note: ANG JI Program is managed at the National Guard Bureau (NGB/A4RDA)

3.10.1. Program requirements consist of three elements.

3.10.1.1. Joint Inspection Instructor Qualification Course.

3.10.1.2. Hazardous materials inspector/preparer qualifications IAW AFMAN 24-204(IP).

3.10.1.3. Unit-level training.

3.10.2. Requirements and qualifications for JI program managers, instructors and inspectors are listed in **Attachment 7** of this instruction.

3.10.3. Local management may allow the use of properly-trained 2T0X1 personnel to perform/augment 2T2X1 personnel with JIs. In order to perform this function, authorized members must meet all applicable JI training requirements as outlined in **Attachment 7** of this AFI. Overall responsibility and program management will reside with SAT managers. HQ AMC/A4TR functions as the overall OPR and has administrative authority over the JI program and will establish policy and administration guidance. (T-1)

Chapter 4

INFORMATION CONTROL

4.1. General Information. The SAT manager, where applicable, will designate qualified individuals as senior controllers. Personnel assigned as senior controllers will monitor/oversee flight line operations. Senior controllers must have continuous access to a radio and flight line vehicle for observation of activities. As minimum, senior controllers are responsible for ensuring the tasks listed below are accomplished, however, information control/ramp control may be the individuals actually accomplishing the task.

4.1.1. SATs will meet all arriving and departing aircraft requiring service IAW locally established sequence of events (SOE).

4.1.2. Monitor IGC or applicable C2 systems during pre-aircraft arrival planning, review information to ensure the proper execution of services required from the SAT. Ensure information control aggressively seeks inbound information when inbound aircraft information is not available.

4.1.3. Ensure aircraft load plans are complete prior to mission departure.

4.1.4. Monitor planning, selection, and positioning of cargo loads prior to loadmaster/boom operator arrival.

4.1.5. Ensure maximum number of seats has been released to Passenger Services prior to mission departure, or as soon as requirements are known.

4.1.6. Closely monitor and provide coordination for missions with unique requirements, (e.g. aero-medical evacuations (AEs), Distinguished Visitors (DVs), "quick turn" missions) and ensure adequate personnel are available to provide support, as needed.

4.1.7. Verify loadmaster/boom operator alert times with the C2 agency and ensure aircrews are briefed in accordance with paragraphs 4.4 and 4.5.

4.1.8. Ensure transportation delays are coordinated and approved by SAT management and provide local C2 agency with detailed information on the delay.

4.1.9. Monitor input of source data and on-time transmission of delay reports, and other related traffic reports.

4.1.10. Ensure inbound/outbound mission folders and supporting documentation are complete and accurate.

4.1.11. Closely monitor aircraft maintenance status to ensure passenger holding time at aircraft is consistent with mission requirements and not excessive.

4.1.12. Review updated manpower and MHE/vehicle/equipment availability to ensure adequate resources are available to meet operational requirements.

4.1.13. At MAJCOM or AFIMSC direction, be prepared to provide monthly station traffic information. Suggested information (seted by inbound and outbound): number of aircraft handled (by MDS), tons of cargo loaded/offloaded, duty passengers loaded/offloaded, space

available loaded/offloaded, aerial delivery loads rigged/recovered (by type), aerial delivery missions loaded (by MDS), and classes/augmentees instructed.

4.2. Inbound Documentation. Information control ensures documentation is disseminated to respective SAT functions and original copies are maintained in the station file. SATs will collect and file terminating cargo and through load passenger/baggage manifests in the station file. If documentation is incomplete or missing, information control will contact stations, (i.e. originating or enroute) in an attempt to locate and recover missing documentation. Enter an explanation in the remarks sections of the station file if document recovery efforts are unsuccessful. (T-1)

4.3. Outbound Documentation . Information control will establish close coordination with load planning in order to ensure receipt of outbound documentation prior to mission departure. Information control will verify the mission document packet (except for passenger boarding manifests) and account for completeness of its contents prior to delivery to the aircraft. Information control will ensure the ramp coordinator delivers mission document packets to outbound aircraft when the documentation is not available at the time of the aircrew briefing.

4.4. Aircraft Load Briefing . Information control, ramp coordinator, or designated representative will brief the aircraft commander or designated representative (e.g. loadmaster or boom operator) concerning seat release, NWRM/special cargo shipments, prisoners/guards, couriers, number of pallets, load characteristics (e.g., overhang, rolling stock, etc.), total tonnage, unique passengers handling, etc. (T-1)

4.5. Hazardous Cargo Briefing . Information control, ramp coordinator or designated representative will brief the aircraft commander or designated representative (e.g. loadmaster or boom operator) concerning hazardous cargo according to AFMAN 24-204_IP. The aircraft commander or designated representative will print their name and rank directly below their signature on the mission brief sheet or CMOS manifest. When the GATES Mission Brief Sheet or ICODES load plan is utilized, load planners will print their name and rank directly below their signature on the air terminal representative signature block. Ensure a copy is filed in the station file folder. (T-1)

4.5.1. For manual procedures, personnel will ensure the following air terminal inspection certification statement is annotated on the DD Form 1385, Cargo Manifest, with printed name and signature of air terminal representative, "ALL HAZARDOUS MATERIALS COVERED BY THIS MANIFEST HAVE BEEN INSPECTED AND FOUND TO BE PACKAGED IN THE PROPER OUTSIDE CONTAINER, FREE OF VISIBLE DAMAGE AND LEAKS, AND IS PROPERLY CERTIFIED." Load planners will print their name/rank and place their signature directly below the statement. Additionally, ensure the following aircrew briefing statement is annotated on the DD Form 1385, "I HAVE BEEN BRIEFED ACCORDING TO AFMAN 24-204 IP, PARAGRAPH 1.2.9, ON HAZARDOUS CARGO COVERED BY THIS MANIFEST." Once Information Control, ramp coordinator, or designated representative has briefed the aircraft commander or designated representative, have the aircraft commander or designated representative print their name/rank and sign their name directly below the statement. Apply these statements by pen and ink, programmed wording, rubber stamps, or typewriter. (T-0)

4.6. Ramp Control . The ramp coordinator is the eyes and ears of Information Control and will monitor all air terminal ground handling operations to include maintaining constant communication with Information Control. (T-1)

4.6.1. The inbound ramp coordinator will: (T-1)

4.6.1.1. Meet all inbound aircraft to collect cargo/passenger mission documentation. Exceptions may be made with prior coordination for local missions requiring no air terminal services.

4.6.1.2. Ensure sufficient copies of registered mail/signature service manifests remain on the aircraft for special handling personnel to collect/transfer accountability.

4.6.1.3. Physically inventory and annotate intransit cargo aboard aircraft by pallet position, weight, destination, pallet ID, and other locally required load planning information. Information for rolling stock and/or pallets that have forward and/or aft overhang, and pallets loaded out of position will include start, stop and C/B fuselage station. Annotate C/B fuselage station for all pallet trains. Verify with loadmaster/boom operator that the aircraft locks, rails, rollers, winch, aircraft ventilation stations, operational lavatories, etc., are all operational. For passenger information, annotate number of thru-load passengers, physical seats, number of loadmaster/boom operators, and infant cots. Record this information on locally produced worksheets. Ensure one copy is filed in the station file copy and one copy is given to load planning. **Note:** Inbound load plans or blank AF Form 4080, Load Sequence Breakdown Worksheet, may be utilized as a worksheet for physical aircraft inventory.

4.6.1.4. Validate aircraft configuration and obtain the operating weight/moment as well as applicable weight and balance data for computation of a firm allowable cabin load (ACL).

4.6.1.5. When necessary, escort border clearance personnel to and from aircraft.

4.6.1.6. Coordinate all applicable ground handling activities with appropriate work centers.

4.6.2. The outbound ramp coordinator will: (T-1)

4.6.2.1. Ensure delivery of all final manifests to the aircraft prior to scheduled departure time.

4.6.2.2. Deliver mission document packets to outbound aircraft when such documentation is not available at the time of aircrew briefings.

4.6.2.3. Verify aircraft is configured for planned passenger/cargo upload.

4.6.2.4. Coordinate all applicable ground handling activities with appropriate work centers.

4.6.2.5. Relay information concerning load changes through information control.

4.6.2.6. Monitor all aircraft loading/servicing operations to prevent mission delays as needed.

4.6.2.7. When necessary, escort border clearance personnel to and from aircraft requiring such services.

Chapter 5

OTHER PROGRAMS

5.1. Purpose. This chapter identifies the various programs and requirements air transportation operations management is responsible for. It establishes policies and procedures for obtaining airlift support for the movement of passengers and cargo on military or chartered aircraft. It addresses logistical support airlift transportation requirements (i.e., SAAM, OSA, JA/ATT, and validating space available SAAMs). Finally, this chapter outlines the requirement for a Self-Assessment Program and procedures for maintaining a robust 463L Pallet and Net Program.

5.2. Airlift Programs. The purpose of this section is to identify and provide guidance for the various airlift programs associated with air transportation operations. Before requesting airlift support, commanders at all levels will ensure that military airlift is necessary and economically feasible to satisfy their movement requirement. Consideration must be given to all modes of transportation. Deployment/redeployment/mid-phase rotation swap out of personnel and equipment will be by most cost effective means (surface freight, dual-role, charter aircraft, commercial ticketing) that meets mission requirements. Units within 1,000 surface miles of the deployed location will plan to deploy and redeploy via surface/commercial transportation unless lack of funds are justified by the installation commander. Planner or user convenience is not a factor influencing the selection of military airlift. (T-1)

5.2.1. Operational Support Airlift (OSA). OSA missions transport passengers on official travel and cargo when cost effective or with time, place, or mission-sensitive requirements. These missions are scheduled through the U.S. Transportation Command (USTC) Joint Operational Support Airlift Center (JOSAC) or respective theater OSA command and control (C2) authority. Passengers prepare a DD Form 2768, *Military Air Passenger/Cargo Request* and submit to the theater/service OSA validator to travel via OSA. Passengers who are on an advance list provided by an airlift validator need only present their orders (orders are not retained) for verification of duty status and an ID card. SAT personnel can accept telephone reservations from an airlift validator. SAT personnel will manifest all passengers traveling on OSA missions. Boarding passes are not required for passengers on administrative airlift unless there is a cash transaction or checked bags; this does not circumvent the requirements of DoD 4515.13-R. Normal processing procedures apply for terminal add-ons. The carriage of space available passengers and cargo specifically authorized by DoD 4515.13-R will be accommodated to the maximum extent possible. Consideration must be given to other modes of transportation that meet mission requirements. User convenience will not be the primary factor influencing the selection of OSA airlift. Refer to AFI 24-101, *Passenger Movement,* for additional guidance.

5.2.2. Special Assignment Airlift Missions (SAAM). SAAMs are scheduled to accommodate special consideration due to the number of passengers involved, the weight or size of cargo, the urgency or sensitivity of movement, or other special factors with special pick-up or delivery by AMC/theater airlift at points outside established AMC routes. Respective MAJCOM Air Transportation Officers (TO) perform as SAAM command validators and disseminate program guidance outlined by USTC and established command

unique guidance. The command validator will assign SAAM numbers/priorities in accordance with DTR 4500.9-R, Part 1, appendix A.

5.2.2.1. All requests (including KC-10 and KC-135 dual role airlift) will be submitted IAW DTR 4500.9-R, Part l, Appendix B, *Format for SAAM Request*. **Note:** Local management will provide a current SAAM requester authorization letter to the respective MAJCOM and USTRANSCOM. Letter will include requester's name, rank, organization, office symbol, duty phone, fax number, and home phone. Authorization letters must be updated annually or earlier as needed for change of personnel (See **Attachment 5**, *Program Management Letter*). Once SAAM requesters are appointed, a SAAM Request System (SRS) account will be established within Consolidated Air Movement Planning System (CAMPS). All requests must be submitted in SRS (if required by MAJCOMs). (T-1)

5.2.2.2. All unit airlift requests must be reviewed and submitted by local SAT/ASF section IAW DTR 4500.9-R, Part I, Appendix B. SAT/ASF personnel are the focal point for all questions pertaining to SAAM requests on their installation. SAT personnel will be the communication conduit between their installation and MAJCOM airlift validators. SATs/ASFs will: (T-0)

5.2.2.2.1. Be familiar with applicable transportation directives.

5.2.2.2.2. Be able to discuss air transportation issues pertinent to their units' deployment.

5.2.2.2.3. Document all travel requests.

5.2.2.2.4. Submit airlift requests in a timely manner.

5.2.2.3. Passenger SAAMs will not be validated for CONUS travel with the exception of civic leader tours.

5.2.2.4. Deployment and redeployment request operating in successive months (i.e., departing requirement in June and returning requirement in July) exceeding standard aircraft ground time must be broken into separate requests.

5.2.2.5. For dual-role air refueling SAAMs, units must have at least six pallets of cargo to validate KC-10 aircraft and two pallets for KC-135 aircraft, not including baggage pallets. A validated air refueling (AR) requirement must be the primary means of validating dual role missions. Airlift is a separate process and is added to a valid dual role at user request if all program requirements are met. There are two means of satisfying AR requirements: Hard AR (obtained for user by AMC Current Operations or respective theater Air Refueling C2 authority), or Soft AR (coordination (verbal confirmation) between user and supporting flying wing). Satisfying AR requirements is a user responsibility. Provide all information pertaining to AR requirements in the remarks section of request.

5.2.2.6. All requests for movement under AFMAN 24-204 IP, **Chapter 3** must meet the requirements in DTR 4500.9-R, Part II, Appendix Q and include full justification in the SAAM request along with general officer endorsement. Request for movement under **Chapter 3** provisions is for operational necessity.

5.2.2.7. Allow adequate cargo assembly/load plan time between available to load date/time (ALD) and pickup (PU). The latest arrival date/time (LAD) will include flying time to destination from location to location. Units will reflect at least one of the following date/time in ALD, PU, or LAD. All entries will be stated in Greenwich Mean Time (ZULU). Date/time entries need to be coordinated between the flying wing and the user after the Mission Operating Directive is published. Date and time changes could cause loss of support.

5.2.3. Space Available (Opportune) SAAMs. Space Available SAAMs are used to transport unfunded space available traffic. Space available traffic is defined as passenger and cargo traffic eligible for space that is surplus after all space required traffic has been accommodated. If funds are available for travel by any mode, an unfunded Space Available SAAM request cannot be submitted. Users will submit Non-Revenue Authorization (NRA), or space available, requests via SRS using the same procedures used for SAAMs IAW DTR 4500-R, Part II, Appendix Q. Passengers and cargo must meet eligibility criteria as stated in DoD 4515.13-R.

5.2.3.1. In billing and remarks fields, include Unfunded Transportation Request. Validators will pass validated requests to USTC via Single Mobility System (SMS). USTC approves and provide ID number for NRA movements.

5.2.3.2. Unfunded requests will be approved by the wing commander or equivalent. This approval authority can be delegated no lower than the vice wing commander. Units requesting unfunded support must provide a justification statement along with a mission impact statement citing the outcome if not supported to their respective SAAM command validator. The justification will contain the following statement verbatim: **"There are no funds available to move cargo or passengers by any mode of transportation."** Also include additional information that will assist in justifying the request to MAJCOM, USTC, or AMC.

5.2.4. Enroute Support Team Advanced (ESTA) SAAM. Units are authorized one C-17 equivalent per installation IAW USTC's business rules. All ESTA SAAM requests must match supported aircraft routing in the Requirements section and require the Coronet number in Remarks section. Also, include entire routing in SRS "Remarks" section.

5.2.5. Rapid Reaction SAAMs. These missions must operate within 96-hours (i.e., Hurricane Evacuations).

5.2.5.1. Due to sensitivity of Rapid Reaction SAAMs, request must be sent to respective SAAM validator or USTRANSCOM in an expeditious manner. All Rapid Reaction SAAM requests will be followed up with a phone call to respective SAAM validator or USTRANSCOM. Due to limited aircraft availability, for planning factors request should not exceed one C-17 equivalent per installation.

5.2.5.2. Individuals declaring a Rapid Reaction SAAM will have to answer the following questions in the Remarks section of the request:

a) Why the mission must operate inside the 96-hour window?
b) What is the mission impact if not supported as requested?
c) What level of leadership is directing the requirement to operate within the 96-hour window?

d) This individual will be no lower than O-7 in rank or civilian equivalent.

Note: Any request received inside of this 96-hour window requires the 618th Air and Space Operations Center (TACC) Commander (2-Star) or AMC Vice Commander (3-Star), or respective theater Air Refueling C2 authority approval before the mission will operate.

5.2.5.3. Units returning from evacuation should:

5.2.5.3.1. Return by surface means for cargo and Commercial Air Movement for personnel. Funding for this requirement is a unit responsibility.

5.2.5.3.2. Submit for airlift only if an urgent need to return to home station exists; justification must be provided to support airlift requests (fund cite must be included). If the return mission must operate within 96-hour window the requesting unit will have to meet the same requirements stated in paragraph 5.2.5.

5.2.5.3.3. Normally, the priority used for return missions are significantly lower thus decreasing chances for support. Funding requirements will apply to user redeployment.

Note: Consider surface transportation as the primary mode to support hurricane evacuation plans. Installations must provide a fund site on all requests prior to submission.

5.2.6. Denton Amendment Movements. Denton Amendment cargo is humanitarian cargo donated by private citizens or organizations that may move on space available basis on DoD assets. Joint Mobility Control Group is the responsible clearinghouse for all Denton Amendment and space available cargo lift requests. Refer to DTR 4500.9-R, Part III, Appendix G or **http://hatransportation.ohasis.org** for guidance.

5.2.7. Joint Airborne/Air Transportability Training (JA/ATT). JA/ATT provides basic airborne training and proficiency and/or continuation training for movement of passengers and cargo by air in a joint environment. Missions authorized by JA/ATT are listed in AMC OPORD 17-76, JA/ATT. For most Air Force units, JA/ATT static load C-17s, C-5s, and C-130s provide the capability to conduct hands-on training for Wing augmentee program aircraft load teams. Units should submit requests to respective MAJCOM validator IAW guidance provided by their MAJCOM.

5.2.7.1. Missions should be scheduled in conjunction with a local exercise to ensure optimum training.

5.2.7.2. Aircraft for maintenance, operations, or SAT ground training will be used a minimum of 12 hours. (T-3)

5.2.7.3. In order to increase JA/ATT support opportunities, all units should be flexible in regards to their training schedule. Units must plan and coordinate static load training, aircraft positioning and depositioning requirements in advance to meet program requirements. (T-3)

5.2.7.4. Units are highly encouraged to be proactive in trying to obtain JA/ATT support opportunities. Units should look to coordinate JA/ATT training with airlift agencies during the JA/ATT validation period. Contact information for flying wings can be located on the JA/ATT website at **https://jaatt.amc.af.mil/default.aspx**. Proper coordination will prevent unnecessary conflicts and costly cancellations.

5.2.7.5. Equipment/cargo tasked to support JA/ATT training during local exercises should be Unit Type Code (UTC) specific and should include varied loads (i.e., bomb loaders, communication vans, and other unique rolling stock) to enhance realistic training of both augmentees and aircrews.

5.2.7.6. All unit JA/ATT program monitors must be approved and appointed in writing by unit commander or designate rep. Units will forward a current JA/ATT letter to the respective MAJCOM validator. Letters will be updated annually or upon change of personnel. (see **Attachment 5**, *Program Management Letter*) (T-2)

Note: For KC-10 or KC-135 to be considered for a JA/ATT, a refueling requirement must be tied to the mission and coordinated prior to training request. (T-1)

5.2.8. Training Missions. Training missions are those missions that are unit-planned that support operational training requirements primarily for aircrew but can also be in support of aeromedical evacuation crews and mission support functions such as air transportation, maintenance and C2 personnel. Aircrew training missions allow opportunities to move space available passengers and opportune cargo. These space available missions may result when minor adjustments are made to a scheduled training mission to accommodate the airlift requirement, or when a productive aircrew training mission can be generated while producing the airlift.

5.2.8.1. Use of aircrew training missions for logistical support is only authorized when transportation is not over an established channel route or when channel route capability is exceeded.

5.2.8.2. Training missions must be built in the Global Decision Support System 2 (GDSS 2) to ensure ITV is captured for passengers and cargo. (T-2)

5.3. 463L Pallet and Net Management. Unit Pallet and net managers must be appointed in writing by the unit commander or designate representative. Letter will be updated annually, or earlier as needed for change of personnel (see **Attachment 5**, *Program Management Letter*). (T-0)

5.3.1. The redistribution of serviceable equipment will be directed and controlled by HQ AMC/A4TS. (T-2)

5.3.2. Units must control, maintain, inspect, and report pallets and nets IAW DTR 4500.9-R, Part VI, *Management and Control of Intermodal Containers and System 463L Equipment*, its supplements, applicable AFIs, and any supplements, TO 35D 33-2-2-2, *Instruction with Parts Breakdown -- 463L Air Cargo Pallets, Types HCU-6/E and HCU-12/E* and TO 35D 33-2-2-1, *Maintenance and Repair Instructions -- Air Cargo Pallet Nets, HCU-7/E, I, Side, HCU-15/C, II, Top, HCU11/C, III, Side, HCU-16/C, IV, Top*. Units will conduct a physical inventory of pallets, nets, and report monthly in Global Asset Reporting Tool (GART). Except those locations who report to AMC (weekly reporting required), all other locations will submit their reports between the 15th and 20th of each month. (T-0)

5.3.3. Re-validate 463L pallets and nets annually for operational and War Reserve Materiel (WRM) authorization levels. AMC, as DoD pallet/net managers, will publish guidance annually to installations on re-validation procedures. (T-1)

5.3.4. In the event the local air transportation function cannot support adequate 463L pallets and nets for a unit deployment, the air transportation pallet and net managers will coordinate with AMC Pallet and Net Manager to request additional assets. AMC Pallet and Net Manager will request additional assets if the deployment cannot be supported. (T-2)

Note: Only 463L pallets and nets will be provided by AMC. Required couplers, chains and devices will be provided by AMC only for subfloor requirements (only applies to those aircraft requiring subfloor when scheduled by 618 AOC). Couplers, chains and devices for other requirements are the unit's responsibility.

5.3.5. IAW DTR 4500.9-R, Part VI, Ch 608, secure cargo to the aircraft floor using tiedown equipment organic to the aircraft or provided by the local air transportation function. However, to secure cargo to pallets, deploying units must procure and control their own standard pallet couplers, plastic coverings, tiedown equipment (less nets), and dunnage and/or shoring. It is not the responsibility of the local air transportation function to provide this tiedown equipment to deploying units. For cargo moving via channel missions, tiedown equipment is subject to one-for-one exchange for serviceable items only**.** (T-0)

5.3.5.1. Advise units and shippers of their responsibility to program and fund the acquisition of tiedown equipment to move their shipments on 463L pallets to preclude work stoppages, cancellation, or delay of missions. DTR 4500.9-R, Part VI, Table 608-1 itemizes this equipment by nomenclature and national stock number. (T-3)

5.3.6. SATs/ASFs may be officially tasked (via email) through proper coordination with HQ AMC/A4TS to ship 463L assets. The tasking will include tasking number, shipping address DODAAC, POC at receiving station, amount of 463L assets to be shipped, and appropriate transportation funding code. The unit must respond to email notification within one duty day. The response must include the Transportation Control Number (TCN), type movement, and estimated ship date. (T-1)

5.3.7. Repair of damaged 463L pallets and nets is a critical part of overall mission success. Units are responsible for preventative maintenance as outlined in 463L asset T.O.s (e.g. rust, mildew, etc.). All units are required to ship depot repairable pallets and nets to the appropriate repair facility. Prepare, mark and label reble pallets IAW TO 35D33-2-2-2. Contact HQ AMC/A4TS for shipping instructions and information on transportation funding. (T-0)

5.3.7.1. 463L nets in need of depot repair must be inspected and packaged according to T.O. 35D33-2-3-1. (T-0)

5.4. RFID Tag Management. Where required, RFID tags will be managed and reported using GART in conjunction with monthly 463L asset reporting (applies to AMC units only). Local management will determine and maintain sufficient quantity of RFID tags and replacement batteries to support cargo operations. Support IDO in managing unit move RFID requirements as described in AFI 24-203 and AFI 10-403. (T-2)

5.4.1. Starting 1 January 2014, DOD will only authorize use of tags in the supply chain that are compliant with the ISO 18000-7 standard protocol. RFID tags should be ordered from the Defense Logistics Agency (DLA) using normal supply replenishment procedures. National Stock Numbers for all ISO tag models can be found at **http://www.ait.army.mil/Contracts/rfidiii/nsn_for_rfid.html**. ISO tags can also be

procured through Army's Automated Movement and Identification Solutions (AMIS) using the RFID IV Contract (**http://www.pdamis.army.mil/Contracts/rfidiv/rfidiv.html**).

5.4.2. Tags will not be left on net sets when pallet has been broken down.

5.4.3. When tags are in storage, reverse the tag battery in its compartment to turn off the tag.

Chapter 6

AERIAL DELIVERY OPERATIONS

6.1. Purpose. Designated ADOs exist to prepare, rig, and inspect AF supplies and equipment for local assigned unilateral airdrop training missions. This existence is primarily to support aircrew airdrop training proficiencies. Current rigging TOs will be available and used in load rigging/buildup areas. (T-1)

6.1.1. All aerial delivery training loads will simulate actual aerial delivery load weights and configurations as much as possible. All vehicle training loads must be marked "For Training Only." Units will account for these vehicles by maintaining jacket files containing the source documents used to withdraw the vehicles from the Defense Reutilization and Marketing Office (DRMO). Maintain this accountability until the vehicle is turned back in to DRMO. These vehicles will be used only as aerial delivery training loads and will not be repaired or used for any other purpose. To obtain these vehicles, units will comply with requirements of AFMAN 23-110, *USAF Supply Manual*. (T-1)

6.1.2. Inspect, repair, and repack unit assigned cargo parachutes and rigging equipment IAW applicable TOs.

6.1.3. Recover unilateral airdrop training loads, bundles, and associated equipment from the drop zone (DZ) and return these items to the unit. Airdrop training loads must be recovered from the DZ as soon as possible following each training mission to reduce the risk of loss or damage while on the DZ. In particular, every effort must be made to reduce the exposure of parachutes and rigging equipment to destructive elements. All DZ recovery vehicles should have off-road or four-wheel drive capability to ensure minimum damage to the recovery vehicles. **Note:** During periods of low visibility or darkness, while conducting peacetime operations, all personnel working on the flight line or the DZ will wear reflective vests or other reflective material.

6.1.4. Maintain an adequate stock level of current aerial delivery system equipment, components, and supplies and provide secure storage for items subject to pilferage.

6.2. Notifications, investigations, reporting, and submitting reports of parachute and airdrop load malfunctions/incidents will be conducted IAW Air Force Joint Instruction (AFJI) 13-210, *Joint Airdrop Inspection Records, Malfunction/Investigation, and Activity Reporting***.** (T-1)

JUDITH A. FEDDER, Lieutenant General, USAF
DCS/Logistics, Installations & Mission Support

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 24-1, *Personnel Movement*

AFPD 24-2, *Preparation and Movement of Air Force Material*

AFI 10-403, *Deployment Planning and Execution*

AFI 10-701, *Operations Security* (OPSEC)

AFI 10-245, *Antiterrorism* (AT)

AFI 13-207, *Preventing and Resisting Aircraft Piracy (Hijacking) (FOUO)*

AFI 20-110, *Nuclear Weapons-Related Materiel Management*

AFI 24-101, *Passenger Movement*

AFI 24-203, *Preparation and Movement of Air Force Cargo*

AFI 25-201, *Support Agreement Procedures*

AFI 31-401, *Information Security Program Management*

AFI 31-501, *Personnel Security Program Management*

AFI 36-401, *Employee Training and Development*

AFI 36-2201, *Air Force Training Program*

AFI 90-201, *The Air Force Inspection System*

AFI 91-202, *The US Air Force Mishap Prevention Program*

AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*

AFJI 13-210 IP, *Joint Airdrop Inspection Records, Malfunction/Incident Investigations, and Activity Reporting*

AFMAN 24-204 IP, *Preparing Hazardous Materials for Military Air Shipments*

AFMAN 24-306 IP, *Manual for the Wheeled Vehicle Operator*

AFMAN 33-363, *Management of Records*

AFMAN 91-201, *Explosives Safety Standards*

AFPAM 10-243, *Augmentation Duty*

AMCI 24-101, Vol 11, *Cargo and Mail Policy*

AMCI 24-101, Vol 14, *Military Airlift Passenger Service*

AMCI 24-101, Vol 18, *Military Airlift-AMC Mobilized Aerial Port Forces and Aerial Delivery Flights*

AMCI 24-101, Vol 22, *Training Requirements for Aerial Ports Operations*

AMCPAM 24-2 Series, *Civil Reserve Air Fleet Load Planning Guides*

DoDD 5 400.11, *DoD Privacy Program*

DoD 4 500.54-E, *Department of Defense Foreign Clearance Guide*

DoD 4 515.13-R, *Air Transportation Eligibility*

DTR 4 500.9-R, *Defense Transportation Regulation, Part I, Passenger Movement*

DTR 4 500.9-R, *Defense Transportation Regulation, Part II, Cargo Movement*

DTR 4 500.9-R, *Defense Transportation Regulation, Part III, Mobility*

DTR 4 500.9-R, *Defense Transportation Regulation, Part VI, Management and Control of Intermodal Containers and System 463L Equipment*

TO 1C-5A-9, *Loading Instructions USAF Series C-5A Airplanes*

TO 1C-10(K) A-9, *Cargo Loading Manual, KC-10A*

TO 1C-17A-9, *Technical Manual Cargo Loading, C-17A*

TO 1C-130A-9, *Cargo Loading Manual, USAF RC-130A, C-130A/B/D/E/J, HC-130H/N/P, LC-130H,MC-13OH Airplanes*

TO 1C-135(K) A-9, *Technical Manual Cargo Loading, KC-135*, 1 November 2009TO 11A-1-46, *Fire Fighting Guidance, Transportation and Storage Management Data, and Ammunition Complete Round Chart*

TO 35D 33-2-2-2, *Instruction with Parts Breakdown -- 463L Air Cargo Pallets, Types HCU-6/E and HCU-12/E*

TO 35D 33-2-2-1, *Maintenance and Repair Instructions -- Air Cargo Pallet Nets, HCU-7/E, I, Side, HCU-15/C, II, Top, HCU11/C, III, Side, HCU-16/C, IV, Top*

Abbreviations and Acronyms

AAMOC— Advanced Air Mobility Operations Course

ACL— Allowable Cabin Load

ADLS— Advanced Distributed Learning Service

ADO— Aerial Delivery Operations

AETC— Air Education and Training Command

AFI— Air Force Instruction

AFJI— Air Force Joint Instruction

AFIADL— Air Force Institute for Advanced Distributive Learning

AFMAN— Air Force Manual

AFPAM— Air Force Pamphlet

AFPD— Air Force Policy Directive

AFRC— Air Force Reserve Command

AFRiMS— Air Force Records Information Management System

AFSC— Air Force Specialty Code

AIS— Automated Information Systems

ALD— Available Load Date/Time

AMC— Air Mobility Command

AMCI— Air Mobility Command Instruction

ANG— Air National Guard

APOC— Aerial Port Operations Course

APIS— Advance Passenger Information System

AR— Air Refueling

ASF— Airlift Support Functions

AT— Antiterrorism

C2— Command and Control

CAMPS— Consolidated Air Management Planning System

CBP—Customs and Border Protection

CBRNE— Chemical, Biological, Radiological, and Nuclear High Yield Explosives

C/B— Center of Balance

CFETP— Career Field Education and Training Plan

CFR—Crash/Fire Rescue

CIC— Customer Identification Code

CMOS— Cargo Movement Operations System

CTUS—Customs Territory of the United States

DCAPES— Deliberate Crisis Action Planning and Execution Segment

DD— Department of Defense (as used on forms)

DHS—Department of Homeland Security

DoD— Department of Defense

DoDD— Department of Defense Directive

DRU— Direct Reporting Unit

DTR— Defense Transportation Regulation

DZ— Drop Zone

e-Publishing - e—Publishing website (**http://www.e-publishing.af.mil/**)

e-APIS – e—Advance Passenger Information System

e SF— eSecure Flight

ETA— Electronic Transportation Acquisition

FOA— Field Operating Agency

GART— Global Asset Reporting Tool

GATES— Global Air Transportation Execution System

GDSS 2— Global Decision Support System 2

HAF— Headquarters Air Force, includes the Secretariat and the Air Staff

HAZMAT— Hazardous Material

IAW— In Accordance With

ICODES— Integrated Computerized Deployment System

IDO— Installation Deployment Officer

IDP— Installation Deployment Plan

IDS— Integrated Deployment System

IG— Inspector General

IGC— Integrated Development Environment/Global Transportation Network Convergence

IMT— Information Management Tool (as used on forms)

IR— Information Repository

ITV - In—Transit Visibility

JA/ATT— Joint Airborne/Air Transportability Training

JBMDL - Joint Base McGuire-Dix—Lakehurst

JI— Joint Inspection

JIIQ— Joint Inspection Instructor Qualification

JOSAC— Joint Operational Support Airlift Center

LAD— Latest Arrival Date/Time

LOGMOD— Logistics Module

MAJCOM— Major Command

MAPOC— Management of Aerial Port Operations Course

MHE— Material Handling Equipment

MIL—STD - Military Standard

MLR— Mission Load Report

MTT— Mobile Training Team

NRA - Non—Revenue Authorization

NWRM— Nuclear Weapons Related Materiel

OPORD— Operations Order

OPR— Office of Primary Responsibility

OPSEC— Operations Security

OSA— Operational Support Aircraft

PA— Privacy Act (of 1974)

PDO— Property Disposal Office

PII— Personal Identifying Information (PII)

POC— Point of Contact

PU - Pick—Up

QTP— Qualification Training Packages

RA— Risk Assessment

RDS— Records Disposition Schedule

RFID— Radio Frequency Identification

SAAM— Special Assignment Airlift Mission

SAT— Small Air Terminal

SDDC—Surface Deployment and Distribution Command

SEI— Special Experience Identifier

SF— Security Forces

SOC— Secure Flight Operations Center

Space-A—Space Available

Space-R—Space Required

SRS— SAAM Request System

TBA— Training Business Area

TCN— Transportation Control Number

TEC— Task Evaluation Checklist

TLN— Training Line Number

TO— Technical Order or Transportation Officer

TRS— Training Squadron

TSA— Transportation Security Administration

USAF—United States Air Force

USAF EC—United States Air Force Expeditionary Center

USTC— United States Transportation Command

UTM— Unit Training Manager/Monitor

WRM— War Reserve Materiel

Adopted Forms

AF Form 55, *Employee Safety and Health Record*

DD Form 1385, *Cargo Manifest*

DD Form 1387-2, *Special Handling/Data Certification*

DD Form 2130 Series

DD Form 2131, *Passenger Manifest*

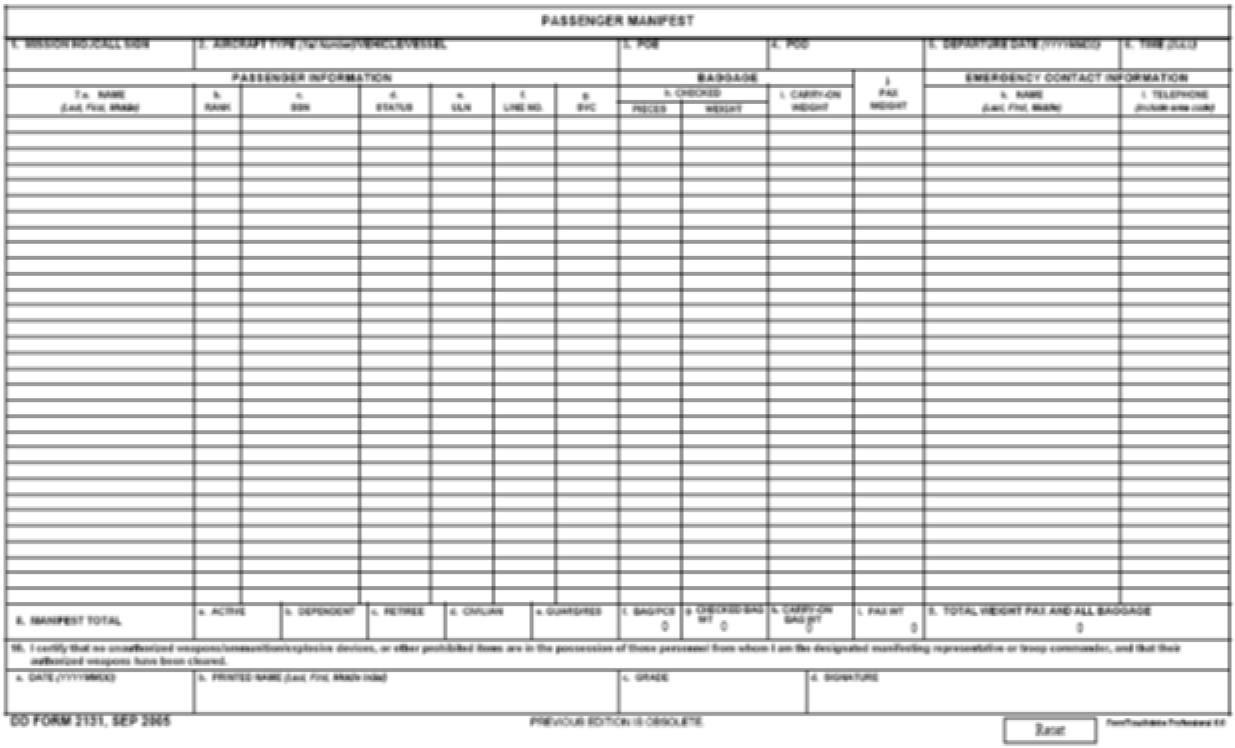
DD Form 2768, *Military Passengers/Cargo Request*

AF Form 847, *Recommendation for Change of Publication*

AF IMT 4080, *Load/Sequence Breakdown Worksheet*

Attachment 2

DD FORM 2131, PASSENGER MANIFEST



PASSENGER MANIFEST

1. MISSION NO./CALL SIGN	2. AIRCRAFT TYPE (Tail Number)/VEHICLE/VESSEL	3. POE	4. POD	5. DEPARTURE DATE (YYYYMMDD)	6. TIME (ZULU)

PASSENGER INFORMATION							BAGGAGE				EMERGENCY CONTACT INFORMATION	
7.a. NAME (Last, First, Middle)	b. RANK	c. SSN	d. STATUS	e. ULN	f. LINE NO.	g. SVC	h. CHECKED PIECES	h. CHECKED WEIGHT	i. CARRY-ON WEIGHT	j. PAX WEIGHT	k. NAME (Last, First, Middle)	l. TELEPHONE (Include area code)

8. MANIFEST TOTAL	a. ACTIVE	b. DEPENDENT	c. RETIREE	d. CIVILIAN	e. GUARDS/RES	f. BAG/PCS	g. CHECKED BAG WT	h. CARRY-ON BAG WT	i. PAX WT	9. TOTAL WEIGHT PAX AND ALL BAGGAGE
						0	0	0	0	0

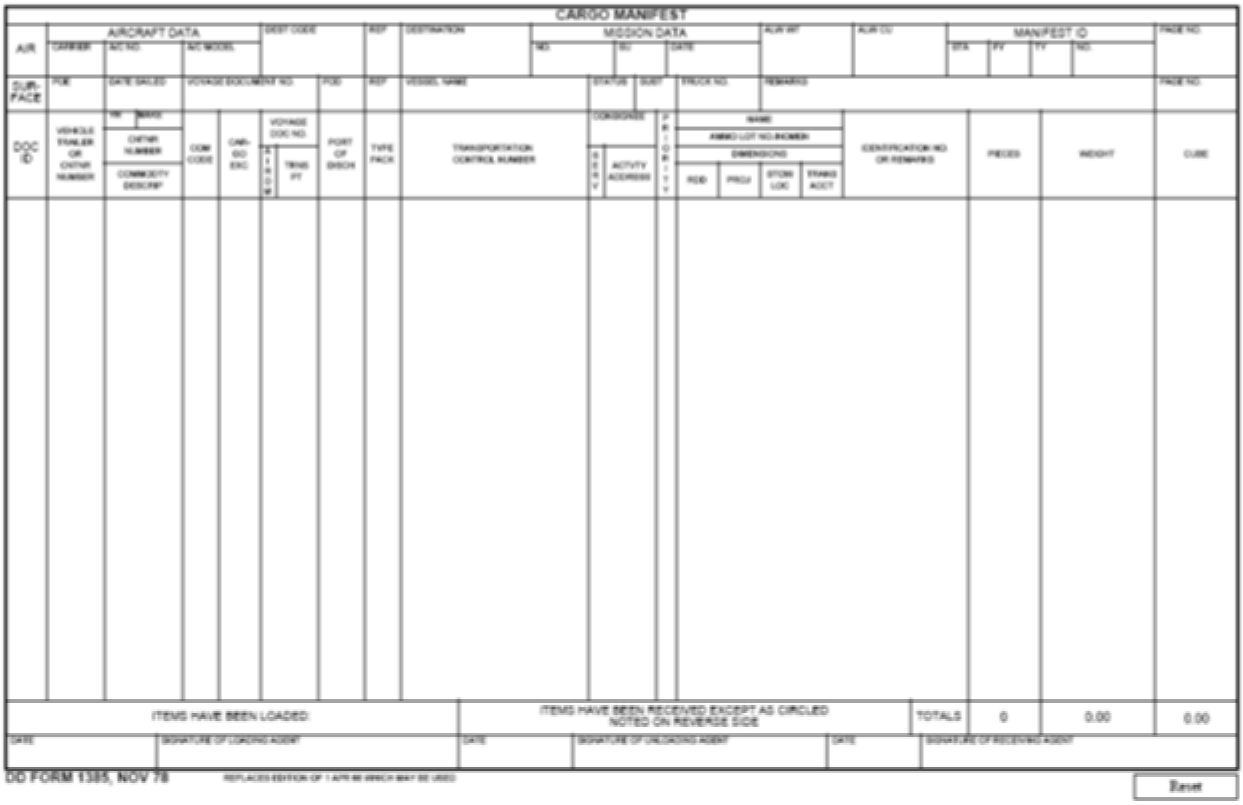
10. I certify that no unauthorized weapons/ammunition/explosive devices, or other prohibited items are in the possession of those personnel from whom I am the designated manifesting representative or troop commander, and that their authorized weapons have been cleared.

a. DATE (YYYYMMDD)	b. PRINTED NAME (Last, First, Middle Initial)	c. GRADE	d. SIGNATURE

DD FORM 2131, SEP 2005 PREVIOUS EDITION IS OBSOLETE. Reset

Attachment 3

DD FORM 1385, CARGO MANIFEST



Attachment 4

JA/ATT REQUEST

Date

MEMORANDUM FOR (MAJCOM)/XXXX
123 Port Dawg Dr, Ste 999
My AFB, DC XXXXX-XXXX

FROM: (Organization/Office Symbol)

SUBJECT: JA/ATT Training Request for (Month)

1. Requestor Information:
   a. Name requesting unit.
   b. Date, in-place time (zulu). Provide alternate dates/times.
   c. Number/type of aircraft. Provide alternate aircraft.
   d. Onload airfield
   e. Contact: Name, title, DSN duty phone, and 24-hour contact number.
   f. Training requested by (name, title, office symbol, DSN duty phone).
   g. JA/ATT coordinated with/through appropriate agencies on: _____

Note: JA/ATT requests may be forwarded via message, email, fax, or mail. Use Official Memorandum format for letters signed by respective unit commander.

2. Remarks: (Document pertinent information to enhance JA/ATT training opportunity)
   a. If mission request is for a KC-10, document the following information:

(1) Flying wing name:
   (2) Type aircraft:
   (3) POC name:
   (4) POC number:

3. If you have any questions, please contact TSgt Jones at DSN 111-1234.
4. This letter supersedes all previous letters, same subject.

//SIGNED, jad, 30 Oct XX//
JOHN A. DOE, Lt Col, USAF
Commander

Please email to: enter email address of MAJCOM workflow

Attachment 5

PROGRAM MANAGEMENT LETTER

MEMORANDUM FOR ***(select one)*** (AFIMSC//USTRANSCOM//HQ AMC/OFFICE SYMBOL)
FROM: (Organization/Office Symbol)
SUBJECT: Appointment of (***Select One***) SAAM Requestor//JA/ATT Program Manager//Training Manager//Monitor//Pallet and Net Manager//eSecure System User
1. The following individual(s) has/have been appointed as (***Select One***) SAAM Requestor//JA/ATT Program Manager//Training Manager/Monitor//Pallet and Net Manager for the (Unit/Base/Location). Please direct all matters regarding this program to the individual(s) listed below.

PRIMARY (*Training Only*)					
Rank/Name:	Organization/Symbol	DSN#:	Home#:	Fax#:	AFSC:
ALTERNATE(S)					
Rank/Name:	Organization/Symbol	DSN#:	Home#:	Fax#:	AFSC:

2. If you have any questions, please contact TSgt Jones at DSN 111-1234.
3. This letter supersedes all previous letters, same subject.

//SIGNED, jad, 1 Jan XX/
JOHN A. DOE, Lt Col, USAF
Commander

Attachment 6

LOAD TEAM CHIEF PROCEDURAL GUIDE

AIRCRAFT LOADING/OFFLOADING OPERATIONAL GUIDE

A6.1. Pre-Loading Guide Attention: All Team Chiefs will strictly adhere to the guidance of loadmasters/boom operator. Cargo will not be handled loaded/offloaded without coordination. **Note:** The load team chief will walk the entire load before cargo heads to the aircraft. This will ensure proper load setup. Inspect all pallets for air worthiness, tight/serviceable tie-down, pallet damage, and cleanliness. Verify with load planning that roller limitations have not been exceeded.

A6.1.1. Assign crew duties (spotter, chocker, driver)

A6.1.2. The load team chief is ultimately responsible for the load team and cargo safety during operations. The Load Team Chief must complete a safety briefing prior to commencing operations. The briefing must cover at a minimum – established evacuation route(s) and rally point for emergencies, any environmental limitations (i.e., ice/snow, temperature, poor visibility, etc.) and PPE/gear requirements and verify requirements for fall harness.

A6.1.2.1. Special attention should be given when performing loading operations with a 60K Tunner loader through the nose of the B-747 airframe. A safety hazard exists along the loader's front, right-hand side; there is a gap of 2 to 4 ft between the loader rails and the airframe. During loading operations, ensure heightened awareness and brief personnel to stay clear of this area.)

A6.1.2.2. When performing pallet loading and spinning operations with K-loaders from the rear of C-5/C-17 aircraft, pay special attention to the adjacent open ramp area. Ensure heightened awareness of fall potential and brief personnel to stay clear of this area. This also applies to C-5 front ramp loading.

A6.1.2.3. During loading operations from the side of the aircraft (KC-10, KC-135, DC-8, etc.) brief all personnel of the gap that exist between the K-loader right rail and the airframe. This also applies to belly loads on commercial aircraft. Stay clear of area and ensure awareness is heightened during loading operations.

A6.1.2.4. When loading C-130 aircraft, beware of a safety hazard that exist on the right side; there is a gap between the loader rail and the airframe. During loading operations, ensure heightened awareness and brief personnel to stay clear of this area.

A6.1.2.5. Load teams will not spot MHE to/from aircraft without coordination with the loadmaster/boom operator during aircraft on/off load operations.

A6.1.2.6. Load teams will not load/offload cargo to/from the aircraft without loadmaster/boom operator coordination.

A6.1.2.7. During aircraft on-load operations, load teams will maintain control of palletized cargo until cargo is secured to aircraft rail system/floor.

A6.1.2.8. Personnel will not walk between the spotter and the vehicle being spotted during aircraft loading operations.

A6.1.3. Preposition a chock to ensure A/C will not be struck by vehicle if brakes fail to engage.

A6.1.4. Ensure aircraft cargo floor is configured for type of cargo to be uploaded, (palletized/rolling stock and loose).

A6.1.5. Position/load MHE and/or vehicle. Spot vehicle up to aircraft (chock pre-positioned).

A6.1.5.1. For vehicles, brief operators on hand signals.

A6.1.6. Observe critical clearances (i.e., ramp crest, cargo doorway, etc.).

A6.1.6.1. When raising/lowering the 60K loader at the side door of the B-747 aircraft, ensure use of a spotter either on the 60K deck or strategically placed to ensure clearance between MHE and aircraft wing.

A6.2. Palletized Cargo Upload Guide

A6.2.1. Inspect all pallets.

A6.2.2. Check the pallet's identifier and weight against load plan/pull sheet.

A6.2.3. Remove excess rain-water, snow, dirt, etc. from pallets prior to loading

A6.2.4. Release pallet restraint.

A6.2.4.1. Supplemental (stowed).

A6.2.4.2. Rail locks (keeping one lock deployed on each pallet not being handled).

A6.2.5. Lower pallet stop.

A6.2.6. Safely load pallets (maintain positive control).

A6.2.7. Engage/lock rail locks.

A6.2.8. Apply adequate restraint.

A6.2.9. Accomplish a tie-down inventory using AF Form 4069.

A6.3. Rolling Stock Upload Guide

A6.3.1. Inspect all rolling stock for serviceability. Ensure pallet identifier against load plan/pull sheet.

A6.3.2. Position/load MHE and/or vehicle. Spot vehicle up to aircraft (chock in place). Position bridge plates/loading ramps/shoring, as required.

A6.3.3. Release cargo restraint and brakes.

A6.3.4. Safely load rolling stock. **Note:** If applicable, use appropriate Technical Order instructions rolling stock to ensure proper on/off-loading procedures are followed.

A6.3.5. Set emergency parking brake.

A6.3.6. Apply adequate restraint.

A6.4. Prior To Offloading Guide

A6.4.1. Complete a safety briefing.

A6.4.2. Assign crew duties.

A6.4.3. Preposition a chock to ensure A/C will not be struck by K-loader if brakes fail to engage.

A6.4.4. Ensure aircraft cargo floor is configured for type of cargo to be off-loaded (palletized/rolling stock).

A6.4.5. Position/load MHE and/or vehicle. Spot vehicle up to aircraft (chock in place).

A6.4.6. Observe critical clearances (i.e., ramp crest, cargo doorway, etc.).

A6.5. Palletized Cargo Offload Guide

A6.5.1. Inspect and compare all pallets with manifest/load plan/completed walk sheet.

A6.5.2. Ensure the K-loader pallet stop is locked in the up position.

A6.5.3. Release pallet restraint rail locks.

A6.5.4. Maintain control of pallets during offload.

A6.5.5. Engage/lock K-loader rail locks.

A6.5.6. Install adequate supplemental restraint, as required.

A6.6. Rolling Stock Offload Guide

A6.6.1. Inspect all rolling stock with manifest/load plan/completed walk sheet.

A6.6.2. Position bridge-plates/loading ramps/shoring, as required.

A6.6.3. Release restraint and brakes.

A6.6.4. Safely offload rolling stock using clearance **Note:** If applicable, use appropriate Technical Order instructions rolling stock to ensure proper on/off-loading procedures are followed.

A6.6.5. If rolling stock is downloaded onto a K-loader, ensure item is properly restraint prior to movement.

Note: Ensure all K-loader pallet stops are in the UP position before removing pallets from the aircraft or transferring pallets from one K-loader to another.

A6.7. EMERGENCY PROCEDURES

A6.7.1. **Accident/Incident/Mishap Guide**

A6.7.1.1. STOP all operations.

A6.7.1.2. DO NOT move vehicles/equipment until directed to do so or to prevent further accidents.

A6.7.1.3. Evacuate area (if needed) and account for personnel.

A6.7.1.3.1. **Withdrawal Distances for AE Not Involved in Fire.** The initial decision to evacuate non-essential personnel will be based on the type of AE involved and its susceptibility to become more unstable, armed, or hazardous. Good judgment, with regards to protecting personnel from the hazards of the AE or surrounding area, must be exercised. When evacuation is considered necessary, or is required by other technical guidance, clear the area to a distance of 300 feet (125 feet for simulators and smoke producing devices). Withdrawal distances may be adjusted by the incident commander. **Note**: See table below from AFMAN 91-201, **Chapter 10**, for evacuation distances.

A6.7.1.4. Render first aid/buddy-care (as needed).

A6.7.1.5. Notify Information Control or emergency services personnel directly.

A6.7.1.6. Direct witnesses to remain in the area. **Note:** Post individual to flag down emergency response vehicles.

A6.7.2. **MHE/Cargo Fire Guide**

A6.7.2.1. STOP MHE Immediately (if at aircraft, back MHE away if practical).

A6.7.2.2. Shut down MHE.

A6.7.2.3. Evacuate MHE operator and account for all personnel.

A6.7.2.4. Extinguish fire (if practical).

A6.7.2.5. Notify Information Control or Fire Department/Crash Fire Rescue (CFR) unless load crew has direct communications . **Note:** Notify emergency response personnel of hazardous materials and class/division of cargo on the MHE.

A6.7.2.6. Remove hazardous material (if accessible and practical).

A6.7.2.7. Direct emergency response vehicles to fire.

A6.7.3. **Aircraft Fire Guide**

A6.7.3.1. Direct all personnel to evacuate the aircraft to designated area.

A6.7.3.2. Have maintenance personnel shut down all electrical equipment (if practical).

A6.7.3.3. Inform Information Control or SAT manager of situation.

A6.7.3.4. Back all MHE away from the aircraft (if practical).

A6.7.3.5. Extinguish fire (if practical).

A6.7.3.6. Account for all personnel.

A6.7.3.7. Render self-aid buddy care and first-aid (as needed). **Note:** Inform CFR of cargo hazards aboard and personnel accountability.

Attachment 7

JOINT INSPECTION TRAINING

A7.1. Joint Inspection Definition. Joint inspection (JI) is the inspection of aircraft loads by qualified representatives from the moving unit and the supporting airlift representative. Transportation personnel (2T2 and 2T0) must meet the following requirements to become joint inspection (JI) qualified. Individuals will be identified in writing by their unit commander (or designated representative) as being fully qualified. An authorization letter listing all individuals qualified to perform joint inspections will be maintained and updated. (T-1)

A7.1.1. Joint Inspectors

A7.1.1.1. Maintain Hazardous Materials Inspector or Preparer qualifications IAW AFMAN 24-204(IP), Preparing Hazardous Materials for Military Air Shipments.

A7.1.1.2. Complete 5-skill level, or civilian equivalent, upgrade training; award of skill level not mandatory.

A7.1.1.3. Trainees must complete the following online training lessons on the ADLS website: **https://amc.csd.disa.mil/kc/login/login.asp**

Air Freight/Palletization
Air Freight/Explosives
Air Freight/Mobility
Air Terminal Operations Course (ATOC)

A7.1.1.4. Complete a formal JI program course.

A7.1.1.5. Complete the Qualification Training Package (QTP) 7.2 Accomplish a Joint Inspection.

A7.2. Additional OJT will be required at the unit prior to the commander authorizing the individual to perform duties as Joint Inspector. This OJT includes working several joint inspections under supervision. The supervising individuals must be a current qualified joint inspector.

A7.3. JI qualified personnel must be thoroughly familiar with applicable publications and T.O.s listed in this instruction. In addition, inspectors must be knowledgeable of their host wing's installation deployment plan (IDP).

A7.4. After initial qualification, personnel performing duties as joint inspectors will: (T-1)

A7.4.1. Maintain proficiency by using training loads/chalks that include at least one vehicle or rolling stock with hazards, a multi-pallet train, and pallets. Whenever possible, actual loads will be used for training. JI personnel will complete at least one inspection per year overseen by qualified JI inspector and documented in the individuals training records.

A7.4.2. Complete refresher training every 2 years consisting of a written test and one JI. If the student fails, they will attend initial classroom training and applicable online training lessons. Passing score to maintain proficiency is 80%. **Note:** Hazardous cargo may be simulated on training loads/chalks.

A7.4.3. The JI Instructor will document initial classroom and refresher (every two years) training requirements using the task evaluation checklist (TEC). As a minimum, instructors will document in the remarks section of the TEC, strengths/weaknesses of the student for identification to the student's unit of additional OJT requirements.

A7.5. The JI student's supervisor will document initial classroom training in TBA and refresher (every two years) or equivalent training records. Training for civilian employees will be annotated on the individual's AF Form 971, Supervisor's Employee Brief or authorized automated training records. Establish training folders for individuals without OJT records. Document additional OJT on AF IMT 623a, On-The-Job Training Record Continuation Sheet, or AF Form 971. (T-1)

A7.6. The current JI QTP will be used in conjunction with the current USAF EC JI lesson plan and training material located on the below website: **https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4tr/training/hello.html**, to conduct joint inspection training. **Note:** Reserve aerial port units must contact their respective AFRC/A4RT POCs for access to this material. (T-1)

A7.7. Unit joint inspection trainers must attend the USAF EC Joint Inspector Instructor Qualification Course. The course provides formal instruction on all aspects of teaching principles/techniques and lesson plan development with detailed instruction on student/classroom preparation and platform instruction. Strong emphasis is placed on standardizing the joint inspection training procedures and test administration, and maintaining training documentation. Note: Air Force Reserve Command (AFRC) Training. The duration of training for AFRC personnel is the same as active duty personnel. The AFRC Cargo Joint Inspector training is also conducted at the Transportation Proficiency Center (TPC) on Dobbins ARB, Ga. The TPC will use lesson plans and training material provided by EC and AMC. If Reserve units are going to maintain a JI program, they must have a JI program manager or designated equivalent to oversee all aspects of the JI program. The program manager or designated equivalent will have to meet the prerequisites. (T-1)

A7.8. JI Program Manager Training Requirements:

A7.8.1. As a minimum must be a 7-level or civilian equivalent.

A7.8.2. JI qualification is highly recommended.

A7.8.3. Review unit's JIP manager's course guide located on the USAF EC JI Program accessed through A4TR website: **https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4tr/training/hello.html**.

A7.9. JI Instructor Training Requirements: (T-1)

A7.9.1. Complete 5-skill level, or civilian equivalent, upgrade training; award of skill level not mandatory.

A7.9.2. JI qualified in accordance with training requirements.

A7.9.3. Must complete USAF EC JI Instructor Qualification course (AMC JIIQ).

A7.9.4. Must complete the Air Force Training Course.

A7.9.5. Teach one initial class per year for currency. Perform one JI and complete QTP 7.2 annually. Note: Must complete JI subject matter expert test every two years (score 90% minimum), administered by program manager or designated representative.

Attachment 8

LOAD PLANNING TRAINING

A8.1. Designated personnel must complete the requirements for load planning qualification listed. (T-1)

A8.1.1. Complete 5-skill level, or civilian equivalent, upgrade training; award of skill level not mandatory. Must have experience in cargo operations and ramp service aircraft loading.

A8.1.2. Must be identified in writing by their unit commander (or designated representative) as being fully qualified to load plan a specific airframe. An authorization letter listing all individuals qualified to perform load planning duties will be maintained and updated. Training will be annotated in the individual's training record.

A8.1.3. Must be Hazardous Material Inspector/Preparer qualified according to AFMAN 24-204(IP), Preparing Hazardous Materials for Military Air Shipments.

A8.1.4. Must complete Load Planning QTPs in Modules 13.5.1-8.

A8.1.5. Must successfully complete Load Planning online training lessons located on ADLS website: **https://amc.csd.disa.mil/kc/login/login.asp**#. Also, individual must complete refresher training every 2 years by completing the Load Planning online training and document in TBA/GO81 or other authorized automated program.

A8.1.6. Must be familiar with capability forecasting functions.

A8.1.7. Must know aircraft configurations and limitations outlined in applicable aircraft Dash 5 and Dash 9 requirements.

A8.1.8. Must be able to compute aircraft weight/balance to ensure fuel efficiency and safety of flight.

A8.1.9. Must be able to determine aircraft allowable cabin load (ACL) limitations.

A8.1.10. Must be able to determine critical leg ACL.

A8.1.11. Must be able to accomplish load planning functions using Integrated Computerized Deployment System (ICODES) and complete manual load planning procedures.

A8.1.12. Must be able to determine hazardous material compatibility.

A8.1.13. Must be familiar with passenger restrictions associated with the movement of hazardous cargo.

A8.1.14. Must be familiar with Air Transportability Test Loading Activity (ATTLA) certifications website: **https://afkm.wpafb.af.mil/ATTLA**. The OPR for ATTLA is ASC/ENFC DSN 785-2330/Commercial number 937-255-2330, email address: **attla@wpafb.af.mil**.

A8.1.15. Must be able to compute center of balance for rolling stock and pallet trains.

A8.1.16. Must be able to compute cargo tie-down restraint.

A8.1.17. Must be familiar with proper pallet build up and aircraft contour restrictions.

A8.1.18. Must be able to manifest cargo/mail, prepare pre-load/pre-manifest documents, using both manual and mechanized methods. The AF Form 4080, Load/Sequence Breakdown Worksheet, is the method for completing manual load plans.

A8.2. Formal training courses do not qualify the trainee to perform load planning functions. Additional OJT must take place on each type aircraft in the unit prior to the commander designating the individual as a load planner for a specific airframe. This additional OJT will be of duration until the trainee has gained confidence and experience in all load planning procedures on each airframe with their supervisor.

Attachment 9

SUGGESTED TERMINAL ANNOUNCEMENTS

A9.1. Flight Arrival Announcements:

A9.1.1. All passengers terminating; Good_____ ladies and gentlemen. Welcome to_____. The local time is_____. Before deplaning, please check around your seating area and in the overhead compartments for any personal belongings. Please secure all items such as hats, gloves, pencils, pens, identification badges, coins, cell phones, etc. Any loose items can cause serious damage to the aircraft or injury to personnel. Again thank you and welcome to_____.

A9.1.2. With thru load passengers; Good_____ ladies and gentlemen. Welcome to_____. The local time is_____. For those passengers terminating their travel at_____ please check around your seating area and in the overhead compartments for any personal belongings. Please secure all items such as hats, gloves, pencils, pens, identification badges, coins, cell phones, etc. Any loose items can cause serious damage to the aircraft or injury to personnel. For those passengers continuing on to_____, the aircraft shall be on the ground for approximately _____ minutes. We recommend you stay on board, but if you wish to deplane, you may do so. The aircraft shall be refueled and the restrooms serviced while on the ground. Once refueling begins, we cannot allow anyone to deplane. Please refrain from using the restrooms while they are being serviced and for safety reasons please limit your movement about the cabin. Again, welcome to and thank you.

A9.1.3. Baggage arrival announcement; Good ____ ladies and gentlemen. Welcome to ___. Baggage from flight is (now arriving/shall be arriving in minutes). As many bags look alike, please check the number on your baggage claim ticket with then number on your bag. If you have any problems in claiming your baggage, please check with the Pax representative in the baggage claim area or with the lost and found baggage office located _____.

A9.2. General Terminal Announcements:

A9.2.1. Delayed flight departure announcement; For those passengers awaiting the final processing and boarding of flight number_____, we are sorry to announce your flight has been temporarily delayed for _____. We expect to begin final processing and boarding in about _____ minutes. Please remain in the terminal area in the event we are able to start final processing and boarding sooner than expected. We regret this inconvenience and thank you for your patience.

A9.2.2. Negative seat release; Ladies and Gentlemen, for those awaiting possible seats on Mission with destinations to _____, due to security and mission requirements no seats will be offered on this mission. Again, for those passengers awaiting possible seats on mission with destinations to _____, due to security and mission requirements, no seats will be offered on this mission. Thank you. (You may add the next show time if available).

A9.2.3. Space-A Roll Call; Good ____ ladies and gentlemen, in approximately __ minutes we will begin our Space-A roll call for (list destinations). As a reminder all passengers must be marked present before the roll call begins. If you are not currently marked present please see a passenger service agent. All bags should be tagged with your contact information.

Hazardous material or fire arms must be declared at passenger check-in. Please be advised while traveling the appropriate dress must be followed. Open-toed/open-heeled shoes, narrow based high heels, sandals, and flip flops are prohibited on military aircraft. Passengers are also reminded that use of tobacco products is prohibited aboard DoD owned or controlled aircraft.

A9.2.4. Periodic baggage announcement; Good ladies and gentlemen. Passengers are reminded that they must keep their bags with them at all times. Any unattended bags shall be confiscated. If you notice an unattended bag in the terminal, please notify a Passenger Service Agent immediately.

A9.2.5. Passenger gating announcement; Good _____ ladies and gentlemen, passengers holding boarding passes for flight number _____ destined for should proceed to gate number for final processing and boarding of your flight. If you have a reservation on flight number _____ and have not checked your baggage, please proceed to the passenger check-in counters located at _____. Once again passengers holding confirmed reservations and boarding passes for flight number _____ destined for _____ should proceed to the sterile area for the final processing and boarding of your flight.

ATTACHMENT 10

HAZMAT CHECKLIST

HAZMAT INSPECTION AND ACCEPTANCE CHECKLIST			TCN		
INSPECTION VALIDATION					
THIS SHIPMENT HAS BEEN INSPECTED AND		COMPLIES WITH ALL REGULATORY REQUIREMENTS		DOES NOT COMPLY WITH ALL REGULATORY REQUIREMENTS AS INDICATED	
DATE (*YYYYMMDD*)	INSPECTED BY (*NAME*)		DATE (*YYYYMMDD*)	CORRECTED BY (*NAME*)	
DATE (*YYYYMMDD*)	RE-INSPECTED BY (*NAME*)			CORRECTIVE ACTIONS CHECKED. SHIPMENT COMPLIES WITH ALL REGULATORY REQUIREMENTS.	
ENTER "X" TO IDENTIFY NONCOMPLIANCE. USE ***COMMENTS*** *BLOCK TO PROVIDE ADDITIONAL DETAILS. CIRCLE "X" WHEN CORRECTIVE ACTION IS COMPLETED. SIGN INSPECTION* ***VALIDATION BLOCK*** *AND ATTACH TO SHIPPER'S DECLARATION FILED WITH STATION MANIFEST. THOSE ITEMS THAT APPLY ONLY TO RADIOACTIVE MATERIAL ARE IDENTIFIED BY AN "R."* ***ADDITIONAL CHECKPOINTS ON THE REVERSE.***					
SHIPPER'S DECLARATION			**CARGO IDENTIFICATION** (*IF APPLICABLE*) (*CONTINUED*)		
	1. THREE ORIGINAL DOCUMENTS FOR EACH PROPER SHIPPING NAME (PSN) UNDER A SINGLE TCN (*MAY VARY BASED ON AFMAN 24-204 AND/OR LOCAL IDP REQUIREMENTS*)			33. CRYOGENICS VENTING REQUIREMENTS	
	2. SHIPPER'S ADDRESS AND PHONE NUMBER			34. SECONDARY HAZARD PSN, CLASS OR DIVISION NET QUANTITY	
	3. CONSIGNEE DODAAC OR ADDRESS (*OR WORLDWIDE MOBILITY*)			35. HANDLING INSTRUCTIONS	
	4. TRANSPORTATION CONTROL NUMBER (TCN)			36. OTHER	
	5. AIRPORT OF DEPARTURE AND DESTINATION (*OR WORLDWIDE MOBILITY*)		**PACKAGING-OUTER**		
	6. NAME AND TITLE OF PREPARER WITH SIGNATURE			37. CONTAINER SERVICEABLE; DAMAGE, LEAKAGE OR LOSS CONTENTS	
	7. PLACE AND DATE MATERIAL CERTIFIED			38. APPROVED OUTER CONTAINER (*IF REQUIRED*)	
	8. PEN AND INK CHANGES SIGNED			39. PACKAGE PERMITTED BY PACKAGING REFERENCE	
	9. EMERGENCY RESPONSE NUMBER			40. OTHER	
	10. OTHER		**IF APPLICABLE**		
	CARGO IDENTIFICATION (*NATURE & QUANTITY OF HAZMAT*)			41. ULLAGE	
	11. IDENTIFIES WHETHER PACKED WITHIN PASSENGER OR CARGO AIRCRAFT ONLY			42. UN SPECIFICATION OR POP CONTAINER MATCHES CORRESPONDING PACKING GROUP	
	12. IDENTIFIES RADIOACTIVE OR NONRADIOACTIVE SHIPMENT			43. GROSS WEIGHT OF PACKAGE IS EQUAL TO OR LESS THAN TESTED WEIGHT INDICATED AS PART OF POP MARKING	
	13. IDENTIFICATION NUMBER (*UN, ID, NA*)			44. SINGLE PACKAGE (CONTAINING A LIQUID) TESTED PRESSURE (KPA) AGREES WITH CONTAINER REQUIREMENTS	
	14. PSN (*WITH TECHNICAL NAME IF REQUIRED*)			45. OTHER	
	15. PRIMARY HAZARD CLASS OR DIVISION (*COMPATIBILITY GROUP FOR EXPLOSIVES*)		**PACKAGING--INNER** (*IF INSPECTED AND APPLICABLE*)		
	16. SUBSIDIARY RISK CLASS OR DIVISION, IF ASSIGNED			46. ABSORBENT MATERIAL	
	17. PACKAGING GROUP			47. LEAK OR ACID PROOF LINER	
	18. NUMBER AND TYPE OF PACKAGES			48. INNER RECEPTACLE ORIENTATION	
	19. NET QUANTITY PER PACKAGE (*METRIC UNLESS EXCEPTED*)			49. SECONDARY CLOSURE	
	20. R--ACTIVITY PER PACKAGE GIVEN IN BECQUEREL SYSTEM			50. OTHER	
	21. R--NAME AND SYMBOL OF MATERIAL		**MARKING**		
	22. R--MATERIAL PHYSICAL AND CHEMICAL FORM			53. PSN AND IDENTIFICATION NUMBER	
	23. PACKAGING PARAGRAPH (*FROM ATTACHMENTS 5-13*)		**IF APPLICABLE**		
	A. "A3.1.7.3" USED WHEN PACKAGING SPECIFICATION CERTIFIED PACKAGE IS OVERPACKED TO MEET AIR ELIGIBILITY REQUIREMENTS IAW AFMAN 24-204, A17.1.3.			54. UN OR POP SPECIFICATION MARKING	
	B. PACKAGING REFERENCE FROM ATTACHMENT 27 USED FOR EXPLOSIVES MEETING GRANDFATHER CLAUSE			55. "RQ"	
	C. UNPACKAGED EXPLOSIVES AUTHORIZED IAW "A5.2"			56. "WASTE"	
	24. DOT-E, COE,CAA OR OTHER APPROVED DOCUMENT USED AS CERTIFICATION REFERENCE (*COPY ACCOMPANIES SHIPMENT*)			57. "AIR ELIGIBLE" MARKING OR SYMBOL	
	25. 49 CFR,IATA OR ICAO REFERENCE USED AS CERTIFICATION REFERENCE (*IF MEETING PASSENGER RESTRICTIONS*)			58. "OVERPACKS" IDENTIFIED	
	26. R--CATEGORY OF RADIOACTIVE PACKAGE			59. "ORIENTATION ARROWS"	
	27. R--TRANSPORT INDEX			60. LIMITED QUANTITY IDENTIFIED	
	IF APPLICABLE			61. "ORM-D" OR "ORM-D-AIR" FOR DOMESTIC ONLY SHIPMENT	
	28. "RQ" IDENTIFIES A PSN AS HAZARDOUS SUBSTANCE			62. "INSIDE CONTAINERS COMPLY WITH PRESCRIBED SPECIFICATIONS"	
	29. "WASTE" IF MARKED OR LABELED			63. DOT SPECIAL PERMIT (*WHEN USED AS CERTIFICATION REFERENCE*)	
	30. "INHALATION HAZARD (ZONE)" (*IF MATERIAL MEETS THIS DEFINITION*)			64. COE NUMBER (*WHEN USED AS CERTIFICATION REFERENCE*)	
	31. IF OVERPACKED, THE WORDS "OVERPACK USED"			65. CAA NUMBER (*IF REQUIRED BY CAA*)	
	32. "LIMITED QUANTITY" OR "LTD QTY"			66. FLASHPOINT (*FOR FLAMMABLE LIQUIDS*)	
				67. NSN (OR PART NUMBER) FOR EXPLOSIVES	
				68. OTHER	

HAZMAT Inspection and Acceptance Checklist

*ENTER "X" TO IDENTIFY NONCOMPLIANCE. USE **COMMENTS** BLOCK TO PROVIDE ADDITIONAL DETAILS. CIRCLE "X" WHEN CORRECTIVE ACTION IS COMPLETED. SIGN INSPECTION **VALIDATION BLOCK** AND ATTACH TO SHIPPER'S DECLARATION FILED WITH STATION MANIFEST.*	
THOSE ITEMS THAT APPLY ONLY TO RADIOACTIVE MATERIAL ARE IDENTIFIED BY AN "R"	
LABELING	
69. PRIMARY RISK LABEL	
70. R–RADIOACTIVE MATERIAL LABELS ON OPPOSITE SIDES OF PACKAGE	
IF APPLICABLE	
71. SUBSIDIARY RISK LABELS	
72. "CARGO AIRCRAFT ONLY" (*NOT MANDATORY FOR MOBILITY SHIPMENTS, SEE AFMAN 24-204, A17.3.5. FOR MORE INFORMATION*)	
73. "MAGNETIZED MATERIAL"	
74. "EMPTY"	
75. OTHER	
VEHICLES AND EQUIPMENT	
76. FUEL GAUGE OPERATIVE OR DIP STICK AVAILABLE	
77. VEHICLES/SELF-PROPELLED EQUIPMENT W/FUEL QTY NOT EXCEEDING 1/2 TANK (*MAY EXCEED WHEN AUTHORIZED, REFERENCE AFMAN 24-204*)	
78. SUPPORT EQUIPMENT DRAINED	
79. NO EXISTING FUEL LEAKS	
80. ALL ADDITIONAL HAZARDS IDENTIFIED (SEE BLOCK 36)	
81. SECONDARY LOADS CERTIFIED, PACKAGED AND MARKED	
82. BULK FLAMMABLE LIQUID FUEL TANKS DRAINED OR PURGED AS REQUIRED	
83. SPARE FUEL IN AUTHORIZED CONTAINERS	
84. BATTERY POSTS PROTECTED	
85. FIRE EXTINGUISHERS IN APPROVED HOLDER	
86. OTHER	
87. COMMENTS/REASON(S) FOR FRUSTRATION	
OPENED FOR INSPECTION: ☐ YES ☐ NO	***OPTIONAL USE***
	87. PCS:
	88. WT:
	89: CUBE:

HAZMAT Inspection and Acceptance Checklist (REVERSE)